

# **REQUEST FOR QUALIFICATIONS**

## **ST. HOPE PUBLIC SCHOOLS PS7 ELEMENTARY SCHOOL PROJECT**

### **SITE SURVEY SERVICES**

**April 3, 2019**

## I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

The ST Hope Public Schools PS7 Elementary School Project is seeking a Request for Qualifications (“RFQ”) from qualified Surveying Firms to develop a pool of surveyors to provide survey services.

SUGGESTED LENGTH OF RFQ: 14 pages, excluding billing schedule, resumes, claim information, and references.

Five (5) bound copies of the RFQ should be submitted in 8-1/2” x 11” format with any supporting materials or documentation (photos are not required) in a sealed envelope and hand delivered to:

ST Hope Public Schools at 2315 34<sup>th</sup> Street, Sacramento, California 95817, no later than: April 16, 2019 no later than 2:00 p.m. (PST)

Contact for questions regarding this RFQ inquiries: send to [tsaeliew@sthopepublicschools.org](mailto:tsaeliew@sthopepublicschools.org) or Call Ben Rodriguez at 310 463 5939.

All participating Firms must have an existing primary working business location within a 50-mile radius of the city limits of Sacramento, CA under the name of the submitting firm for a minimum two years from the date of submission.

All RFQs are due no later than April 16, 2019 on 2:00 p.m. PST

### ***Late submittals will not be considered.***

1. Methodology of Contracting for Surveying Services and Basis of Fees will be negotiated and agreed to by St. Hope Public Schools. Contract will be awarded to selected Surveying firm. Submitting a RFQ does not commit St. Hope Public Schools to contracting with any given consultant or guarantee work will be assigned.

Fees shall be generally based on the firm’s standard billing rate as submitted in the proposal and shall be negotiated with St. Hope Public Schools as a fixed fee for the determined geotechnical scope of work for the PS7 Elementary 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, 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 (Statutory limits)
- Commercial General Liability Insurance (\$2 million/per occurrence)
- Automobile Liability Insurance (\$1 million per occurrence)

- Professional Liability Insurance (\$2 million)
- Employer’s Liability Insurance (\$1 million)

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for three (3) years beyond the date of the individual project completion.

Prior to issuance of a Notice to Proceed, each Firm must provide the ST HOPE Public Schools and the Sacramento City Unified School ST Hope Public Schools with original “wet signature” certificate(s) ( 3 original Sets) of insurance that includes the following:

- a. The St. HOPE Public Schools, their Trustees, Officers, employees and agents, and the Sacramento City Unified School District, its Board of Trustees, the members of its Board of Trustees, officers, employees and agents shall be named as additional insured parties on General Liability, Professional Liability Insurance and Automobile policies. Endorsements must be submitted with the certificate(s); 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

State Bond funding has been provided for the PS7 Elementary School building and site improvements project which may include new building construction, renovation/modernization of existing facilities, new schools, access up grades, site and infrastructure improvements, etc. The ST HOPE Public Schools anticipates initial design work to commence in April, 2019.

- Reports must be prepared and signed by a California registered site surveyor.
- Provide copies of California certificates with proposal.
- The scope of each contract will be specific for the site and project. A list of typical survey requirements is included as Exhibit A.
- Surveying Firms shall coordinate with the ST Hope Public Schools Office and the Architect of Record to ensure that all areas required to complete the design are surveyed.
- Each project may require additional site visits to assist in fine tune the project design and locating underground utilities.
- Deliverables will include (4) copies (City of Sacramento required submittal copy included) of the site survey (wet stamped) as well as electronic versions in PDF and AutoCAD DWG formats.
- Project boundary survey
- Site Title Reports upon request from the Project Managers.

## II. ST HOPE PUBLIC SCHOOLS PROCESS FOR CONSULTANT SELECTION

The ST Hope Public Schools will create a pool of Surveyors from which it can assign specific projects. All RFQ's will be scored through a preliminary screening process which will include Part III below and reference contacts. Those Firms who qualified through the preliminary screening process may be invited to participate in the final screening process, which may include an interview.

The ST Hope Public Schools will accept written questions and comments from prospective consultants up to April 12, 2019.

ST HOPE Public Schools reserves the right to contract with any Firm responding to this RFQ for all or portions of the above-described phases, to reject any RFQ as non-responsive, and not to contract with any Firm for the Services described herein. ST HOPE Public Schools makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The ST HOPE Public Schools reserves the right to seek RFQs from or to contract with any Firm not participating in this process. ST Hope Public Schools shall in no event be responsible for the cost of preparing any response to this RFQ.

Responses to this RFQ will become the property of the ST Hope Public Schools and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. ST Hope Public Schools shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the ST Hope Public Schools is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the Firm agrees, by submission of its response for the ST Hope Public Schools consideration, to defend and indemnify the ST Hope Public Schools from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

### III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

Please provide the following information, in the order given below. RFQ responses will be evaluated for completeness and ability to perform the work based on the SOQ response.

1. Introductory/Cover Letter (1 page - 0 points possible)

Please provide information regarding the size of your Firm and capacity to perform multiple tasks simultaneously.

2. Professional Qualifications, Experience and Project Approach (10 pages - 20 points possible)

a) The full name and address of the Firm. Confirm that the office is within 50 miles of the ST HOPE Public Schools office at 2315 34<sup>th</sup> Street Sacramento, CA 95817.

- b) Name, email, phone and cellphone number of a designated contact person & engineer/surveyor of record.
- c) A brief description of the Firm. Include a description of typical services to clients of the firm
- d) Describe the Firm's professional qualifications and experience, including those of any subconsultants, in order to clearly demonstrate your ability to successfully furnish the survey services described in this Request for Qualifications.
- e) 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.
- f) Identify the number of licensed surveyors on your staff. Also, provide brief resumes for any sub-consultants.
- g) Provide a narrative discussing your approach to staffing and consultant management on two or more projects running concurrently.
- h) Discuss your Firm's understanding of the survey services required for these projects (primarily renovation and modernization projects) and provide an outline or description that clearly demonstrates:
  - a. Your Project Team's approach to completing the necessary survey tasks in order to meet the scope of work requirements for a project on schedule.
  - b. List of representative projects (minimum of 10 projects) undertaken in the last five years demonstrating significant experience in surveying complex multilevel sites in the context of compliance with State and Federal Accessibility requirements.
  - c. Include project title, description of services provided, project duration, owner contacts and telephone numbers. Discuss the DSA and/ADA related services. The ST Hope Public Schools may or may not contact all of those listed on the reference list
- i) Your Firm's approach quality assurance and your process for quality control.

### 3. DVBE Goals (1 page - 0 points)

Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.

### 4. Firm's Billing Rate Schedule and name of insurance carrier (1 page - 10 points possible)

Submit your team's billing rates for the staff presented in performance of the Services indicated herein. Include key staff members who will comprise the core of your Firm's project team.

5. Claims Statement (1 page - 10 points possible)

Provide statement of all claims of all claims filed against your Firm in the past five (3) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim.

6. EVALUATION CRITERIA SCORING SHEET

Evaluation Criteria Points Score

1. Introductory Cover Letter (1 page) 0 pts

2. Professional Qualifications, Experience and Project Approach (10 pages) 20 pts

- a) The full name and address of the firm. Confirm that the office is within 50 miles of the SFUSD facilities office at 135 Van Ness Avenue in San Francisco.
- b) Name, email and phone number of a designated contact person & engineer/surveyor of record.
- c) A brief description of the firm. Include a description of typical services to clients of the firm
- d) Describe the firm's professional qualifications and experience, including those of any sub-consultants, in order to clearly demonstrate your ability to successfully furnish the survey services described in this Request for Qualifications.
- e) 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.
- f) Identify the number of licensed surveyors on your staff. Also, provide brief resumes for any sub-consultants.
- g) Provide a narrative discussing your approach to staffing and consultant management on two or more projects running concurrently.
- h) Discuss your firm's understanding of the survey services required for these projects (primarily renovation and modernization projects) and provide an outline or description that clearly demonstrates your team approach.
- i) Your firm's approach quality assurance and your process for quality control.

3. DVBE Goals (1 page) 0 pt. Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.

4. Firm's Billing Rate Schedule and name of insurance carrier (1 page) 10 pts. Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.

5. Statement of Claims (1 page) 10 pts. TOTAL SCORE 40 Points.

Maximum possible point: 40 points

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

- Advertise RFQ, April 3, 2019
- Written question accepted up to, April 12, 2019
- Addenda (if required) posted to website by: April 13, 2019
- RFQ due no later than 2:00 pm PST, April 16, 2019
- Consultant selection April, 2019
- ST HOPE Public Schools Board Approval April, 2019

The ST Hope Public Schools reserves the right, at its sole discretion, to modify RFQ requirements, and/or cancel interviews if selection can be made based upon written proposals received, cancel the selection process, or amend the schedule.

RFQ applicants will be notified of any changes to this schedule thru an addendum.

Firms responding to this RFQ shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.

# ST. HOPE PUBLIC SCHOOLS PS7 ELEMENTARY SCHOOL PROJECT

## Exhibit A

### Survey Typical Requirements

#### Land:

1. Tree trunk diameters and drip lines (Trees over 1 1/2" diameter)
2. Surface identification – exposed soil, turf, AC pavement, etc.
3. Streams, surface drains, culverts.

#### Features, Locations & Elevations

1. Link property lines to existing city monument system.
2. Property Lines/Bench marks, property dimensions per ALTA/ACSM standards ).
3. Easements
4. Fencing- location, type, description, gates (pedestrian and vehicle).
5. Parking for the physically disable parking.
6. Driveways
7. Clearly delineated contours and intervals (2 ft.)
8. Spot elevations at slope changes.
9. Playground equipment and other site features to determine ADA compliance.
10. Map and identify portable units including ramps, walkways, stairs.
11. Building corner spot elevations, locations (all existing structures)
12. Building elevation for each of the buildings if applicable.
13. Building entry spot elevations - each side of entry at exterior, finish floor at interior, and corner spot elevations at a point 5 feet from face of building entry.
14. Spot elevations at top and bottom landing of each side of exterior stairways, and corner spot elevations at landing 5 feet from top and bottom nosing of stair.
15. Location of ramps w/slopes, cross slopes, landings and spot elevations

16. Curbs and site wall spot elevations.
17. Building finish floor spot elevations, level changes.
18. Retaining walls (if any).
19. Hard and soft-scape features such as trees and planters.
20. Datum Conversion as required.
21. Horizontal and Vertical monumentation and control.

**Utilities:**

1. Identify locations of all utilities by type - power, gas, sanitary / storm sewer, phone, domestic water, irrigation, fire water, cable, telecommunications, etc.
2. Location -underground, overhead
3. Surface and underground utility manhole, vault, transformer, switchgear, cleanouts.
4. Utility box location – show all underground pull boxes.
5. Main point of entry for communication utilities.