

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
RFQ # SRCS CM-001**

San Rafael City Schools ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive and professional construction management services to the District for new construction, expansion, modernization, and/or renovation projects ("Project," "Projects" or "Project(s)") relating to the District's facilities development of its public schools under the Measure "A" and Measure "B" Bond Program ("Program"), including but not limited to the modernization and renovation of the portion of the Program known as the San Rafael High School Stadium. The comprehensive construction management services will include, but not be limited to: Project oversight, reporting, and support; Project-related construction cost estimating; value engineering; strategic construction sequencing and staging; optimization of staging and/or work consolidation; and may include other construction management for Projects and Program planning and estimating for implementation of the Master Plan.

At this time the District is requesting only qualifications from respondents interested in being considered for Projects under this Program, including the San Rafael High School Stadium. Based upon the information presented in the Statements of Qualification, the District's Selection Committee will choose the most highly qualified firms. The selected firms will be invited to interview. After the interviews, the Selection Committee will identify the firms/teams that can provide the greatest overall benefit to the District.

Respondents to this Request for Qualifications ("RFQ") should mail or deliver Five (5) bound copies, One (1) unbound copy, and One (1) electronic copy on CD or flash drive of their Statement of Qualifications ("SOQ"), as further described herein, to:

**CHRIS THOMAS
Chief Business Official
San Rafael City Schools
310 Nova Albion Way
San Rafael, CA 94903**

ALL RESPONSES ARE DUE BY 2:00 P.M., ON MARCH 4, 2016.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

Questions must be submitted in writing to Chris Thomas Chief Business Official, 310 Nova Albion Way, San Rafael, CA 94903, on or before Tuesday, February 23, 2016 at 2:00 P.M.

Answers will be posted on the District website by 2:00 P.M. on Thursday February 25, 2016.

Each SOQ must conform and be responsive to the requirements set forth in this RFQ.

SOQ SUBMITTAL: Mark envelope:
**"Statement of Qualifications for Stadium Project
Construction Management"**

I. INTRODUCTION

San Rafael City Schools ("District") includes the San Rafael Elementary School District and the San Rafael High School District, with a total student population of nearly 7,000. The Elementary District is composed of nine schools, and the High School District has two comprehensive 9-12 high schools and a continuation school. All District campuses are located in San Rafael, California. The District's voters approved bond Measures A (elementary schools) and B (high schools) in November, 2015.

The Projects will be funded from the Program, with the San Rafael High School Stadium project funded from the Program's Measure B. Respondents are encouraged to review the Master Plans for the Program on the District's website, and to review the attached preliminary design documents by Carducci and Associates.

A. LIMITATIONS

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

The District reserves the right to reject any or all SOQs, to waive any irregularities or informalities not affected by law, to evaluate each SOQ submitted, and to award a contract, if any, according to the SOQ which best serves the interest of the District at a reasonable cost to the District. Further, the District reserves the right to reject any and all SOQs and to negotiate contract terms with one or more respondent firms for one or more of the work items.

The Respondent's SOQ package, and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

B. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit SOQs in response to this RFQ and will not 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.

C. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity responding to this RFQ, 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, the evaluation or selection process/or the award of the contract(s) with any member of the District's Board of Education ("Board"), selection committee members, or any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the construction management services entity submitting a SOQ.

II. SCOPE OF REQUIRED SERVICES

Although the full scope of work shall be negotiated in the Professional Services Agreement, the Construction Manager will be expected to be capable of fulfilling, at a minimum, the following:

A. PROJECT OVERSIGHT

1. Coordinate and consult with District staff, the District's consulting team, the District's design team, and the Project Inspector to develop, plan, coordinate, organize, and manage the Project.
2. Monitor and advise the District as to all material developments in the Project.
3. Develop and maintain master and milestone schedules for the Project.
4. Provide construction cost estimating.
5. Develop and maintain a master budget for the Project.
6. Be the focal point for all communications to and from the construction contractor(s).
7. Perform constructability reviews, determine construction feasibility, availability of materials and labor, time requirements for installation and construction, and factors relating to cost.
8. Provide and maintain management presence on the Project site(s).

B. PROJECT REPORTING

1. Maintain reporting systems for the Project, including without limitation, for the scope, sequencing, scheduling, budgets, and communication.
2. Maintain accurate Project cost accounting records.
3. Prepare and implement methods to budget and track all expenditures on the Project and generate reports to the District, and maintain District's financial reporting systems as they relate to the Project.
4. Prepare and implement methods to track and report schedule status for the Project.

C. PROJECT SUPPORT

1. Attend and provide updates at District Board meetings, and prepare reports, background materials, preliminary materials, and all other District-required materials for Board meetings.
2. Assist the District, as applicable, in pre-qualifying bidders if prequalification is permitted or required by the District; generating and increasing interest among qualified bidders; advertising to solicit bids for the Project; coordinating delivery of the bid documents to the bidders; and reviewing submitted bids.
3. Organize and maintain all records, correspondence, contracts, research analysis, and all other material related to the design, bidding, and construction.

D. OTHER PROJECT ESTIMATING

1. Provide estimating services in connection with other projects included in the District's Master Facilities Plan.

Attached to this RFQ as **Appendix "A"** is a copy of the District's Professional Services Agreement for Construction Management Services and exhibits thereto ("Agreement"), describing the Project scope in greater detail as well as detailing legal terms. **Note:** The successful respondent will be expected to execute the Agreement. Any requested changes to the Agreement must be submitted with the Statement of Qualifications and may be a material term in selection of the successful respondent.

III. STATEMENT OF QUALIFICATIONS

A. SUMMARY OF REQUIRED QUALIFICATIONS

The Scope of Services includes full construction management services for the relevant Project(s). Extensive experience with the Office of Public School Construction ("OPSC"), Division of State Architect ("DSA"), and Title 24 of the California Code of Regulations is **mandatory**.

B. FORMAT REQUIREMENTS

Firms submitting SOQs in response to this RFQ must follow the format below. Material must be in 8-1/2 x 11 inch format. Each SOQ shall include a Front Cover stating the following: "Statement of Qualifications for [FIRM NAME] in Response to San Rafael City Schools' RFQ #SRCS CM-001."

Each SOQ shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. the first tab would be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.)

SOQs may not exceed twenty (20) pages, excluding table of contents, tabs, and appendices.

Provide Five (5) bound copies, One (1) unbound copy, and One (1) electronic copy of the Statement of Qualifications.

The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:

- No divider sheets or tab.
- Text printed on one side only (i.e. no back to back pages).
- 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.

The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite and PDF.

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

C. SOQ CONTENT REQUIREMENTS

1. TAB 1 - COVER LETTER (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the construction management services company. If the construction management services 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.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Include the type of construction management in which you have expertise. For example: CM to a general contractor, CM on a multi-prime project, CM on a design-build project, etc.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- **Must include the following statement:**

"[INSERT CONSTRUCTION MANAGEMENT SERVICES COMPANY'S NAME] received a copy of San Rafael City Schools' form of Construction Management Services Agreement ("Agreement") attached as Appendix "A" to the RFQ. [INSERT CONSTRUCTION MANAGEMENT SERVICES COMPANY'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with San Rafael City Schools,

[INSERT CONSTRUCTION MANAGEMENT COMPANY'S NAME] has no objections to the use of the Agreement."

- **Must include the following statement:**

"[INSERT CONSTRUCTION MANAGEMENT SERVICES COMPANY'S NAME] received a copy of San Rafael City Schools' form of Agreement attached as Appendix "A" to the RFQ. [INSERT CONSTRUCTION MANAGEMENT SERVICES COMPANY'S NAME] has reviewed the "Conduct on Project Site and Fingerprinting" provisions contained in the Agreement, and if selected, agrees to comply with the terms of those provisions and Education Code section 45125.01, including, but not limited to, submission of employee fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees."

- 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.

2. TAB 2 – BUSINESS INFORMATION

Please provide the following 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/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). 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.
- Certificate(s) of Insurance identifying the firm's current insurance coverages.

- 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.
- Number of employees (licensed professionals, technical support.)
- Location of office where the bulk of services solicited will be performed.
- Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.
- How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.
- Provide similar information for proposed sub-consultants.
- How sub-consultants will be utilized on the Project(s) and to what extent work will be performed in-house.

3. TAB 3 – EXECUTIVE SUMMARY: APPROACH AND FIRM QUALIFICATIONS

- Outline your general construction and project management approach, including:
 - Provide a statement demonstrating your firm’s or team’s ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District’s goal of moving projects into construction within the earliest possible timeframe.
 - Describe your firm’s approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of school stadium projects.
 - Describe your firm’s approach to quality control/assurance procedures, including coordination of DSA final certification.
 - Describe the approach to compliance with Project requirements and conformance with Federal/State/Local applicable code requirements.
- Include a brief summary of your firm’s qualifications, including:
 - Describe your firm’s experience with providing estimating services in connection with assisting with planning the implementation of a Master Facilities Plan.
 - Describe your firm’s experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.

- Demonstrate your firm’s flexibility in adapting to the changing needs and priorities of a K-12 school district.
- Describe your experience with DSA and working within the DSA processes.
- Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.
- Provide a statement of your work plan including your firm’s present workload and number of current projects, and where possible, projected workload for the coming two years, which should include available staff.

4. TAB 4 – NARRATIVE OF RELEVANT K-12 PROJECT EXPERIENCE AND REFERENCES

Provide a comprehensive narrative of the construction and project management services offered by your firm in the last ten (10) years on at least five (5) K-12 educational projects. The narrative should include the following:

- **Experience:** Describe your experience with public educational projects. Include for each project:
 - Project name, type, program, and location.
 - Scope of project.
 - Description of project.
 - Construction costs, including original budget, bid amount & final amount at close-out.
 - Describe your experience with DSA and OPSC.
 - Detail your experience with the various types of construction delivery systems.
 - Beginning and end dates of project.
 - Square footage.
 - Date of each project Notice of Completion and DSA final certification.
 - Number of RFI’s and Change Orders of each project.
 - Key individuals of the firm involved and their roles in the project.
 - Any sub-consultants that worked with the firm.
 - Provide references, including: district name with name and of contact person, title, telephone number, and email address to be contacted for a reference.

- **Personnel:** Include resumes of key personnel who would likely be assigned to projects associated with the District. Specifically define the role of each person and outline his or her individual experience and responsibilities. Indicate who would serve as the primary contact(s) for the District. If the firm would utilize resources from more than one office, indicate office locations and how work would be coordinated. 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.
- **Change Order Data:** Provide Change Order data from your five (5) most recent public works projects. Include original estimates of project costs and a brief explanation of the deviations and change orders.
- **Enforcing Contractor Performance and Limiting Claims:** Provide a detailed explanation of how your firm ensures contractors' timely performance and how your firm limits contractors' claims.
- **Sub-Consultants:** Identify roles and qualifications of sub-consultants, if any. Note: firm(s) selected for inclusion in the District's pool of construction managers will be required to demonstrate long term relationships with any sub-consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent Request for Proposals for the Project(s). Include current fee schedule per hour for prospective sub-consultants.
- **Properly Licensed:** Each SOQ must include evidence that the construction management services company is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.
- **References:** Provide at list of at least 3 references for similar work done in the last 7 years. Include:
 - Name of owner
 - Contact name
 - Contact's job title
 - Phone number
 - Email address
 - Project name and location
 - Beginning and end dates of project
- **Additional Data:** Provide additional information about the firm as it may relate to this RFQ, including information about, and the significance of, any other projects not identified above but which you feel are relevant to the Project. Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent

employees, and any other data that may assist the evaluation teams in understanding your qualifications and expertise.

5. TAB 5 – LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. An SOQ failing to provide the requested information on lawsuits or litigation, 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. TAB 6 – FEES

Although this RFQ is not a request for a specific proposal, the District requires each respondent to provide a fee schedule for the types of service that you offer. Be thorough and specific as this will form the basis of any contract for services that may be presented by the District. If referencing general condition costs, include typical staffing expectations, professional fee schedules, and a discussion of the total expected costs that the District could expect for specific projects.

- Provide detailed information on your billing practices (i.e. lump sum, other), including reimbursable cost categories and hourly billing rates by position for additional services.
- Provide detailed information on your firm's practices concerning discounted fees if selected as Construction Manager.
- Provide your firm's flat fee (if proposed) for the Project; hourly billing rates by position for additional services (proposed); staffing plan (proposed); and reimbursable schedule (proposed). Include your firm's discounted flat fee (proposed), if any for the Project(s).
- Provide a staffing plan. Please indicate the level of effort (Full Time Equivalent) for each proposed Project position and a reimbursable schedule that depicts only those expenditures that are exclusive to, and in support of, the Project as described in the proposed work plan.
- Included within the fee proposal should be the identification of proposed reimbursables by category (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, other as identified by proposing entity). Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. All reimbursables will require receipts to be provided to the District.

IV. SELECTION CRITERIA

A. EVALUATION

The SOQ will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ, including, without limitation:

- The construction management services company's experience and performance history with similar projects for California K-12 school districts, including:
 - Successful experience with DSA, modernization and new construction projects, and completion of projects on time, including demonstrated ability to complete Project(s) in a tight time-frame.
 - Change Order experience.
 - Knowledge of applicable state laws and regulations, and other governmental requirements for K-12 school districts.
- Experience, results, and professional and technical expertise of proposed personnel.
- Availability of staffing for the Project(s) and the level of service and support, and availability of resources to meet anticipated schedule and Project requirements.
- Acceptable and verifiable references from clients contacted by the District, including:
 - Firm's reputation;
 - Satisfaction of previous clients (client relationships);
 - Timeliness of work and ability of the firm to meet schedules; and
 - Accuracy of cost estimates.
- Overall responsiveness of the SOQ.
- Location of office and accessibility to the Project(s).
- Fee requirements and cost of services.

A Selection Committee will evaluate all submissions. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified. Based upon the information presented in the SOQs, the District's Selection Committee will choose the most highly qualified firms to be interviewed. After the interviews, the Selection Committee will identify the firm/team that can provide the greatest overall benefit to the District for each Project.

B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request a construction management services company 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.

V. SUBMISSION GUIDELINES

Each SOQ must conform and be responsive to the requirements set forth in this RFQ.

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 SOQs and to negotiate contract terms with one or more respondent firms for one or more of the work items.

RFQ RESPONSE SCHEDULE SUMMARY:

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

DATE	EVENT	TIME DEADLINE
February 12, 2016	Release and advertisement of RFQ #SRCS CM-001.	
February 23, 2016	Deadline for submission of written questions to District concerning RFQ #SRCS CM-001.	2:00 p.m.
March 4, 2016	Deadline for all submissions in response to RFQ #SRCS CM-001.	2:00 p.m.
March 8, 2016	Release of short-listed firms selected to respond to Request for Qualifications ("RFQ").	2:00 p.m.
March 10, 2016	Interviews of short-listed firms.	Begin at 10:00 a.m. and end at 1:00 p.m.
March 15, 2016	Notification to selected Firm	

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!