

**SAN RAFAEL CITY SCHOOLS**  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P) # 22-07**  
**CONSTRUCTION MANAGEMENT AND PROGRAM SUPPORT SERVICES**

**NOTICE IS HEREBY GIVEN** that San Rafael City Schools ("District") is seeking statements of qualifications and proposals for professional construction management and program support services for the District's Bond Program (Measures B and C) and projects thereunder.

The Request for Qualifications and Proposals ("RFQ/P"), which includes instructions for its completion, is available on or after November 15, 2022, for review and may be downloaded from the District's website, <https://www.srcsbondprogram.org/domain/16> for your consideration.

Respondents to the RFQ/P should mail or deliver five (5) bound copies and one (1) electronic copy on flash drive of their Submittal, labeled "RFQ/P # 22-07 Submittal for Construction Management and Program Support Services" to:

**Dan Zaich, Ed.D.**  
**Senior Director – Capital Improvements, Sustainability and Construction**  
**SAN RAFAEL CITY SCHOOLS**  
**310 Nova Albion Way**  
**San Rafael, CA 94903**

**ALL RESPONSES ARE DUE BY 2:00 P.M. ON NOVEMBER 30, 2022.** Oral, telegraphic, facsimile, telephone, and/or email Submittals will not be accepted. Submittals received after this date and time will not be accepted.

Each Submittal must conform and be responsive to the requirements set forth in this RFQ/P. District reserves the right to waive any informalities or irregularities in received Submittals. Further, District reserves the right to reject any and all Submittals and to negotiate contract terms with one or more Respondents for any portion of the services. District retains sole discretion to determine issues of compliance and to determine whether any Respondent is responsive, responsible, and qualified.

## **I. RFQ/P RESPONSE SCHEDULE**

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

| <b>DATE / TIME</b>                                      | <b>EVENT</b>   |
|---|--|
| November 16, 2022                                       | Issue RFQ/P.   |
| November 30, 2022 at 2:00 p.m.                          | Deadline for all submissions in response to RFQ/P.                       |
| December 2, 2022 by 5:00 p.m.                           | Notification of firms selected for interview.                            |
| December 5, 2022 at 9:00 a.m., 10:00 a.m. or 11:00 a.m. | Interviews, as requested by selection committee.                         |
| December 6, 2022  | Notification to selected Firm(s), requesting confirmation of agreements. |
| December 12, 2022, starting at 6:00 p.m.                | Board Meeting to award contract(s)                                       |

## **II. BACKGROUND**

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 6,950. The two districts are governed by one school board and one district office administration. The Elementary District is composed of nine schools. The High School District provides secondary education to students residing in two elementary districts: Miller Creek Elementary District and San Rafael Elementary District. The High School District has two comprehensive 9-12 high schools and a continuation high school.

District is seeking Submittals for Construction Management and Program Support services for its District's Bond Program (Measures B and C) and projects thereunder. This RFQ/P explains the services sought and generally outlines the requirements.

## **III. SCOPE OF SERVICES**

Any firm selected based on this RFQ/P process must be capable of providing construction management services and program support services through all phases of any and all selected projects under the District's Bond Program (Measures B and C) in accordance with District's form of Agreement for Construction Management Services ("Agreement"), attached hereto as **Appendix A**. The detailed scope of services is set forth at **Exhibit A** to the District's form Agreement.

## **IV. FORM OF AGREEMENT**

Respondent must be capable of executing and performing in accordance with District's form of Agreement, which is distributed with this RFQ/P as **Appendix A** and incorporated herein by this reference.

The final Agreement will incorporate the final scope of services and final fee, which shall be negotiated with the successful Respondent(s). **Any proposed changes to the form of Agreement must be identified in Respondent's Submittal**; undisclosed change requests may not be entertained.

## **V. LIMITATIONS**

This RFQ/P is neither a formal request for bids, nor an offer by District to contract with any party responding to this RFQ/P. All decisions concerning selection will be made in the best interests of District. The awarding of a contract pursuant to this RFQ/P, if at all, is at sole discretion of District.

District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P.

Submittals and any other supporting materials submitted to District in response to this RFQ/P will not be returned and will become the property of District unless portions of the materials 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 District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Submittals shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act until after either: (1) District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) District has rejected all Submittals. Furthermore, District will have no liability to Respondent or other party as a result of any public disclosure of any Submittal.

## **VI. FULL OPPORTUNITY**

District hereby affirmatively ensures that all firms, including without limitation, 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, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status in any consideration leading to the award of the contract.

## **VII. 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 or selection process/or the award of the contract with any member of District, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of Respondent.

## **VIII. SUBMITTAL REQUIREMENTS**

### **A. Format**

Respondents 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 be no more than twenty (20) single-sided pages or ten (10) double-sided pages in length. This page limitation excludes front/back

covers, divider sheets/tabs, and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

Provide five (5) bound copies and one (1) electronic copy of the Submittal. The electronic copy will only be accepted via flash drive in the following programs: Microsoft Office Suite or PDF.

## **B. Content**

### **1. Cover Letter**

Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent 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 in the cover letter all of the following:

- Brief description of why Respondent is well suited for, and can meet, District's needs.
- Identification of individual(s) who are authorized to speak for Respondent during the evaluation process.
- Include the following statement: "*[INSERT RESPONDENT'S NAME] received a copy of District's form of Agreement for Construction Management Services ("Agreement") attached as Appendix A to the RFQ/P. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement.*"
- Certification that no official or employee of District, nor any business entity in which an official of 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 District.
- Certification that no official or employee of Respondent has ever been convicted of an ethics violation.
- Evidence that Respondent is legally permitted to conduct business in the State of California and properly licensed (as applicable) for the scope of services.
- Above the signature(s) the following language: "*By virtue of submission, [INSERT RESPONDENT'S NAME] declares that all information provided in the Submittal 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 (if applicable).
- Type of organization (e.g., 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.
- Number of years Respondent has been in business and date established under this name.
- Location of office where the bulk of services solicited will be performed.

### **3. Relevant Qualifications**

- Describe your firm's technical capabilities for project development planning, condition assessments, scheduling, budgeting, cost estimating review and reconciliation, document control, and public information websites. Detail your firm's budgeting software and if District staff has the ability to inherit and maintain the system once established.
- Describe your firm's approach to and experience with state and other agencies involved in the planning, design, and construction process for K-12 and other school projects, in particular, the California Department of Education, the Division of the State Architect, and the Office of Public School Construction.
- Describe your firm's approach to quality control/assurance procedures, including ability to monitor contractors.

### **4. Relevant Experience**

Identify each construction management engagement by your firm for a California K-12 public school in the past five (5) years, or currently underway, including:

- Name of project and school district.
- District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
- Dollar value of project.
- Nature of the project(s) (e.g., modernization/renovation, new construction, repair).
- Firm person in charge of construction management services.

### **5. Proposed Team**

Identify the three (3) key team members - one senior member and two support members - and state their qualifications relevant to the scope of services and anticipated role in delivering the services.

Qualifications sought include:

1. Construction Management Services

a. Program Development Phase:

- i. Coordinate and facilitate Program Standards development—District Standards, Ed Specs, Technology Master Plan
- ii. Prepare and manage RFQ/P process for District consultants—Geotech, Survey, Hazmat, and others
- iii. Prepare and support District in preparation of Board documents
- iv. Assist in budget development and ensure budget compliance as the project moves through design and construction

b. Design Phase:

- i. Coordinate the work of the Architects with District teams and consultants – Geotech, Survey, Hazmat and others
- ii. Manage contracts for design consultants—including keeping design teams on schedule, reviewing invoices
- iii. Prepare and manage the project schedule to ensure completion meets District’s needs
- iv. Site Committee coordination, facilitation and reporting
- v. Cost Estimating services
- vi. Constructability Reviews
- vii. Value Engineering

c. Bidding Phase:

- i. Coordinate and facilitate determination of Project Delivery method
- ii. Manage Lease-Leaseback, Design-Build, or Design-Bid-Build project delivery
- iii. Manage bidding or RFQP Process - Front Ends, site walks, addenda, document review, award recommendation

d. Construction Phase:

- i. Staffing on projects based upon size of contracts, number of associated contracts
- ii. Act as on-site owner’s representative coordinating work of the Contractor/Developer and the Architect

- e. Closeout, Acceptance, Warranty Phase:
  - i. Make realistic recommendations for occupancy based on Contractor/Developer progress
  - ii. Coordinate acceptance of projects, coordinate with Maintenance and Operations team for training, acceptance, and any issues related to functioning systems during warranty period.

## 2. Program Support Services

- a. Budget Development for Projects and Program
- b. Cost Accounting, Expenditure and Budget Tracking, Invoice processing and Budget Development
- c. Coordination of Capital Facilities Team work with SRCS Business Services
- d. Administrative Support – scheduling of meetings document management, coordination of office functions to support program
- e. Reporting – preparing ongoing reports on projects and program
- f. Master Schedule and Cash Flow development
- g. Coordinate and manage project teams to meet project goals and ensure budget compliance
- h. Citizen Bond Oversight coordination and facilitation of meetings.
- i. Other: audit support, state funding coordination of documents/application materials

District expects that the team shall remain intact through the duration of any contract. If a team member must leave, District reserves the right to approve that team member's replacement.

## **6. Fee Proposal**

The final form of the Agreement will incorporate the final scope of services and not-to-exceed fee, which shall be negotiated if a Respondent is selected by District.

Accordingly, Respondents should include a general fee proposal that will enable thorough consideration by and negotiation with the District. The District is planning to divide the projects in the Facilities Master Plan. Please prepare separate Fee Proposals for (1) High School Construction, (2) Elementary School Construction #1, and (3) Elementary School Construction #2. Each fee proposal shall include hourly billing rates by position (proposed), staffing plan (proposed) including cost estimating services, and reimbursable schedule (proposed). Proposal shall provide a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by Respondent. The SOR should identify proposed reimbursables by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation.

The Program is to be divided as follows:

1. High School Construction (\$148,544,450 Total)
  - a. San Rafael High School (\$72,835,700 Total)
    - i. Aquatics (\$18,325,400)
    - ii. Gym/Locker/PE Modernization (\$9,318,00)
    - iii. Visual Performing Arts (\$15,374,700)
    - iv. AD, SC, LA, TE Modernization (\$14,986,450)
    - v. LA, AD Building Access (\$232,950)
    - vi. Window Replacement (\$4,193,100)
    - vii. Rooftop Mechanical Screens (\$621,200)
    - viii. Artificial Turf Baseball & Softball Fields (\$9,783,900)
  - b. Maintenance Corp Yard at San Rafael High School (\$8,075,600)
  - c. Terra Linda High School (\$64,138,900 Total)
    - i. New Aquatics Center (\$18,325,400)
    - ii. Buildings H & K, PE Support, Lockers Modernization (\$8,541,500)
    - iii. Main Building Modernization (\$22,285,550)
    - iv. Stadium Improvements (\$2,960,150)
    - v. Tennis Courts Upgrades (\$1,242,400)
    - vi. Artificial Turf Baseball & Softball Fields (\$9,783,900)
  - d. District Office at Terra Linda High School (\$3,494,250)
2. Elementary School #1 (Total \$43,584,090)
  - a. Davidson Middle School (Total \$35,193,570)
    - i. Multi-Purpose Building, Quad, Shade Structure, 10 Wing and 20 Wing (\$13,362,680)
    - ii. Modernization (\$8,079,760)
    - iii. 30 Wing and 40 Wing Modernization (\$6,059,820)
    - iv. Campus Hardscape Improvements (\$932,280)
    - v. Artificial Turf Field with Track Middle School (\$2,641,460)
    - vi. Annex Modernization (\$4,117,570)



- b. Venetia Valley K-8 (Total \$8,390,520)
  - i. Kindergarten/Transitional Kindergarten (G&H) (\$3,418,360)
  - ii. Kindergarten/Transitional Kindergarten (I) (\$2,019,940)
  - iii. Middle School Modernization (\$2,952,220)
- 3. Elementary School #2 (Total \$62,385,070)
  - a. Bahia Vista Elementary School (Total \$6,759,030)
    - i. Campus Basic Modernization (\$5,982,130)
    - ii. Artificial Turf Field (\$621,520)
    - iii. Play Structure (\$155,380)
  - b. Coleman Elementary School (Total \$11,653,500)
    - i. Campus Basic Modernization: Ph I, Ph II (\$9,322,800)
    - ii. Kindergarten/TK Playground Renovation (\$233,070)
    - iii. Parking and Drop-Off Reconfigure/Expand (\$1,320,730)
    - iv. Artificial Turf Field (\$621,520)
    - v. Site Work/Marquee (\$155,380)
  - c. Glenwood Elementary School (Total \$18,257,150)
    - i. Campus Modernization (\$13,751,130)
    - ii. New TK/K Building (\$2,408,390)
    - iii. TK/Kinder Playground Upgrades (\$77,690)
    - iv. Library/Student Support Services (\$543,830)
    - v. Boiler Room to MDF conversion (\$310,760)
    - vi. Remove 4 Portables (\$155,380)
    - vii. Lunch Shelter (\$388,450)
    - viii. Artificial Turf Field (\$621,520)
  - d. San Pedro Elementary School (Total \$6,914,410)
    - i. Modernization (\$5,593,680)
    - ii. Library Renovation (\$233,070)
    - iii. Security and Fire Alarm Upgrades (\$233,070)
    - iv. Courtyard Improvements (\$388,450)

- v. Remove Portables (\$77,690)
- vi. Shade Structure (\$388,450)
- e. Sun Valley Elementary School (Total \$14,994,170)
  - i. A, B, C Wings Basic Modernization: Ph I, Ph II (\$8,934,350)
  - ii. Administration Renovation (\$1,964,560)
  - iii. Security and Fire Alarm Upgrades (\$1,165,350)
  - iv. Outdoor Learning Area at Library Wings (\$932,280)
  - v. Artificial Turf Field (\$621,520)
  - vi. Reconfigure/Expand Parking Drop-Off (\$1,476,110)
- 4. Additional: Solar Projects (no budget yet)

## **7. Appendix**

Shall include:

- Executed Iran Contracting Act Certification (**Appendix B**)

May include:

- Key team member resumes (as identified above). (Not included in page count.)

## **IX. SELECTION PROCESS**

### **A. Selection Criteria**

Each Submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. District retains sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. District may elect to conduct interviews with some or all of Respondents.

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

- Overall responsiveness of the Submittal;
- Experience and performance history of Respondent with similar services;
- Experience and results of proposed personnel;
- Value of services under proposed fees; and
- References from clients.

District will identify Respondent(s) that can it provide the greatest overall benefit.

### **B. District Investigations**

District may perform investigations of Respondents that extend beyond contacting the references identified in the Submittal. District may request a Respondent submit additional information pertinent to the review process.

**C. Interviews**

District elects to interview three Respondents on December 5, 2022 at 9:00, 10:00, and 11:00 a.m.. Each interview will be 45 minutes long and start with a 20-minute presentation by Respondent (District will provide the scenarios to be discussed) and followed by a Question & Answer session with the District panel. If a Respondent is requested to come for an interview, the three proposed key staff will be expected to attend the interview.

**D. Final Determination and Award**

District reserves the right to contract with any entity responding to this RFQ/P for all or any portion of the services described herein, to reject any Submittal as nonresponsive, and/or not to contract with any Respondent for the services described herein. District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. District reserves the right to contract with any person or firm not participating in this process. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P, including any supporting materials.

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

**WE THANK YOU FOR YOUR INTEREST!**

**APPENDIX A**

**Form of Agreement**

After this page.

**APPENDIX B**

**IRAN CONTRACTING ACT CERTIFICATION  
(Public Contract Code Sections 2202-2208)**

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