

**SAN RAFAEL CITY SCHOOLS
REQUEST FOR QUALIFICATIONS
FOR ALTERNATIVE DESIGN-BUILD SERVICES
SAN RAFAEL HIGH SCHOOL TE MODERNIZATION & VAPA BUILDING PROJECT
RFQ # 24-24**

San Rafael City Schools ("District") is seeking to prequalify design-build entities or design-build teams to submit proposals to design and construct the District's **San Rafael High School TE Modernization & VAPA Building Project** ("Project"), in accordance with the alternative design-build statute, Education Code section 17250.60 et seq. Only respondents that have been prequalified by the District in response to this Request for Qualifications ("RFQ") will be eligible to submit proposals in response to the District's subsequent Request for Proposals ("RFP") for the Project.

Respondents to this RFQ shall submit a fully completed and sealed Statement of Qualifications ("SOQ"), using the District's standard prequalification template for design-build projects, as further described herein, to:

SAN RAFAEL CITY SCHOOLS
310 Nova Albion Way
San Rafael, CA 94903
ATTN: Tim Ryan, Senior Director of Strategic Facility Planning
RFQ # 24-24

ALL SOQS ARE DUE BY 3:00:00 P.M. ON Monday, January 13th, 2025. Oral, telegraphic, facsimile, telephone, or email SOQs will not be accepted. SOQs received after this date and time will not be accepted and will be returned unopened.

District reserves the right to waive irregularities and omissions in the information contained in any SOQ, and to make all final determinations. District may use other sources of information outside of the SOQs to investigate respondents or to verify answers.

Each SOQ must be certified under penalty of perjury by the respondent. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify District and provide updated, accurate information in writing, under penalty of perjury. District reserves the right to suspend or rescind prequalification at any time based on subsequently learned information.

Questions regarding this RFQ may be directed in writing to the Senior Director of Strategic Facility Planning, Tim Ryan, at bondprogram@srcs.org, and must be submitted on or by **3:00:00 PM, January 7th 2025.**

I. RFQ SCHEDULE SUMMARY

The District may change the dates on this schedule without prior notice.

DEADLINE	ACTION ITEM
December 18, 2024	Release of RFQ.
Jan 3rd 2025 at 3:00:00 PM	Last day to receive written questions from respondents.
January 7th, 2025	Last day for District to issue addenda or answer questions.
January 13th 2025 at 3:00:00 PM	Deadline for submissions in response to RFQ.
Week of Jan 13th, 2025	Notice to prequalified respondents.
<u>Anticipated</u> January 2025	Release of RFP to prequalified respondents.

II. PROJECT DESCRIPTION AND SCOPE OF SERVICES

Pursuant to the alternative design-build statute, Education Code section 17250.60 et seq., the District is seeking a design-build entity or team (“Design/Builder”) to design and construct the District’s TE Modernization & VAPA Building Project (“Project”). The Project is further defined in the attached **APPENDIX A**, along with the District’s expected cost range and schedule for the Project.

The selected Design/Builder must be appropriately licensed in the State of California for architectural, engineering, and construction services as needed to complete the Project. In addition, the selected Design/Builder shall have experience with both design and construction of public school facilities and in working with the Office of Public School Construction (“OPSC”), the Division of the State Architect (“DSA”), and Title 24 of the California Code of Regulations.

All contractors who are part of the design-build team must be registered with the Department of Industrial Relations (“DIR”) as required by law. The selected Design/Builder will be required to comply with the Labor Code prevailing wage requirements, skilled and trained workforce requirements, and the District’s bonding and insurance requirements. The selected Design/Builder shall be required to work cooperatively with District staff, the Governing Board, all other technical consultants, the bridging architect, the project inspector, and any program and/or construction manager, retained by the District for the Project, other District committees, and the community to timely and professional completion of the Project.

III. DESIGN-BUILD PROCUREMENT PROCESS

Pursuant to Education Code section 17250.62, procurement of a Design/Builder will follow two (2) phases:

1. Prequalification – First, by this RFQ, the District will prequalify respondents using a standard template request for statements of qualifications. The significant factors the District reasonably expects to consider in evaluating qualifications are identified in Section VIII, below.
2. Design-Build Proposals – Second, the District will issue an RFP, inviting only prequalified respondents to submit competitive sealed proposals for the Project. The District will use a best value selection method for evaluating proposals. The procedure for final selection will be as follows:
 - a. The District will evaluate responsive proposals using only the criteria and selection procedures specifically identified in the RFP.
 - b. The District may, at its discretion, request proposal revisions and hold discussions and negotiations with responsive proposers. The RFP will define applicable procedures to ensure that discussions or negotiations are conducted in good faith.
 - c. The District will rank responsive proposers based on a determination of value provided, but shall not be required to rank more than two (2) proposers.
 - d. The District will award the contract, if at all, to the responsible Design/Builder whose proposal is determined by the District to be the best value.

Per Administrative Regulation 3311.3, any person or entity that has performed or is performing services for District relating to the solicitation of this design-build project will **not** be eligible to submit a proposal as a design-build entity or to join a design-build team.

IV. FULL OPPORTUNITY

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision-making, 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. District also 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 respond to this RFQ.

V. LIMITATIONS

This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. The District reserves the right to add additional prequalified respondents for consideration after distribution of this RFQ, if it is found to be in the best interest of the District. All decisions concerning selection of the Design/Builder will be made in the best interests of the District. The issuing of a subsequent RFP and awarding of the contract pursuant to the subsequent RFP, if at all, is at the sole discretion of the District.

The District makes no representation that participation in this 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 any response to this RFQ.

SOQs submitted by respondents are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The contents, however, may be disclosed to third parties for purpose of verification or investigation. State law requires that the names of respondents applying for prequalification status shall be public records subject to disclosure.

VI. 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 submitting in response 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 with any member of the District, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent submitting a SOQ.

VII. STANDARD TEMPLATE FOR STATEMENT OF QUALIFICATIONS

Attached hereto as **APPENDIX B** is the District's design-build prequalification template. Respondent must complete the prequalification template, certify its answers under penalty of perjury, and attach all information requested therein. The completed, certified prequalification template, together with all attachments, constitutes respondent's SOQ.

Each SOQ must be certified under penalty of perjury. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify District and provide updated, accurate information in writing, under penalty of perjury.

VIII. EVALUATION

The District will evaluate all timely submitted SOQs. 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 and qualified.

Significant factors the District reasonably expects to consider in evaluating qualifications are as follows:

- All required licenses and registration to design and construct the Project, with no recent revocations or suspensions;
- Established performance history, including an absence of criminal or civil violations or significant disputes;
- Capacity to obtain required bonds and insurance of the Project;
- Design expertise and experience;
- Construction expertise and experience;
- Acceptable safety record;

- Enforceable commitment to use a skilled and trained workforce for the Project, as applicable; and
- Financial capacity to complete the Project.

District may use other sources of information outside of the SOQs to investigate respondents or verify answers. District's investigation may extend beyond contacting project references identified in SOQs.

After completing its evaluation, the District will notify respondents selected for prequalification.

IX. FINAL DETERMINATION

Prequalification is at the sole discretion of the District. The District reserves the right to waive irregularities and omissions in the information contained in any SOQ, and to make all final determinations. The District further reserves the right to suspend or rescind prequalification at any time based on subsequently learned information.

The District makes no representation that participation in this RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ or other response to this RFQ.

WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT'S PROJECT!

APPENDIX A

PROJECT DESCRIPTION

Project Name: San Rafael High School TE Modernization & VAPA Project

Description: This project consists of the modernization of an existing building (approximately 8,500 square feet) as well as the demolition of an existing building and construction of a new 12,000-14,000 square foot building in approximately the same footprint.

Project Estimate: \$ 20,000,000.00

Bridging Architect: HY Architects

APPENDIX B

STANDARD TEMPLATE FOR STATEMENT OF QUALIFICATIONS

**SAN RAFAEL CITY SCHOOLS
PREQUALIFICATION TEMPLATE
DESIGN-BUILD ENTITIES**

This standard prequalification template should be completed by design-build entities or design-build teams seeking to prequalify for a San Rafael City Schools ("District") alternative design-build project in accordance with Education Code section 17250.60 et seq.

As used herein:

- "Design/Builder" refers to both design-build entities and design-build teams.
- "Member" refers to individuals or entities identified as members of the design-build team, including the general contractor and, if utilized in the design of the project, all electrical, mechanical, and plumbing contractors.
- "Associates" refers to all current officers, owners, and/or partners of Design/Builder and of any Member.

Wherever additional space is needed to answer a question fully and accurately, attach additional copies of the template pages and/or additional signed sheets as needed.

I. BUSINESS INFORMATION

A. Contact Information

1. Design/Builder Name: _____
2. Primary contact person: _____
3. Principal office address: _____
4. Phone: _____
5. Fax: _____
6. Email: _____

B. Form of Organization

1. If the Design/Builder or any Member is a **corporation**:
 - a. Date incorporated: _____
 - b. Under laws of what state: _____

- c. If a privately held corporation, list all shareholders who will perform work on the project:

Name	Ownership Percentage

- d. Attach a copy of the articles of incorporation.

2. If the Design/Builder or any Member is a **limited liability company**:

- a. Date formed: _____
- b. Under laws of what state: _____
- c. List all LLC members who will perform work on the project:

Name	Ownership Percentage

- d. Attach a copy of the articles of organization.

3. If the Design/Builder or any Member is a **partnership**:

- a. Date formed: _____
- b. Under laws of what state: _____

c. List all partners who will perform work on the project:

Name	Ownership Percentage

d. Attach a copy of the partnership agreement.

4. If the Design/Builder or any Member is a **joint venture**:

a. Date formed: _____

b. Under laws of what state: _____

c. List all joint venture members who will perform work on the project:

Name	Ownership Percentage

d. Attach a copy of the joint venture agreement.

5. If the Design/Builder or any Member is a **sole proprietorship**:

a. Date formed: _____

b. Under laws of what state: _____

c. List owner: _____

d. Attach a copy of organizational documents, if any.

C. Financial Capacity

1. Attach an audited financial statement with accompanying notes and supplemental information for the past 2 full fiscal years for Design/Builder and each entity Member (not individual Members). A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required financial statement.
2. Is Design/Builder or any Member currently, or has Design/Builder or any Member within the last 5 years been, the debtor in a bankruptcy case?

___ Yes ___ No

If "yes," please attach a copy of the bankruptcy petition and a copy of the bankruptcy court's discharge or any other document that ended the case, if any.

II. LICENSING AND REGISTRATION

A. General Contractor

1. Name of license holder exactly as on file with the Contractors State License Board ("CSLB"): _____
2. License classification(s): _____
3. License #: _____
4. Issue Date: _____
5. Expiration Date: _____
6. Public Works Contractor Registration # on file with the Department of Industrial Relations ("DIR"): _____
7. Has any CSLB license held by the general contractor or its qualifying individual been suspended or revoked within the last 5 years?

___ Yes ___ No

If "yes," explain on a separate signed sheet.

8. Has the general contractor changed names or license numbers within the past 5 years?

___ Yes ___ No

If "yes," explain on a separate signed sheet.

B. Architect of Record

The architect of record is the architect whose stamp will appear on project documents.

1. Name of license holder exactly as on file with the California Architects Board ("CAB"):

2. License #: _____
3. Issue Date: _____
4. Expiration Date: _____
5. Has any CAB license held by the architect of record been suspended or revoked within the last 5 years?

___ Yes ___ No

If "yes," explain on a separate signed sheet.

6. Has the architect of record changed names or license numbers within the past 5 years?

___ Yes ___ No

If "yes," explain on a separate signed sheet.

C. Engineer(s)

Engineering services will be dictated by the nature of the project. The Design/Builder should respond for all "in house" engineers that will provide services on the project. If relevant, use additional signed sheets to respond for multiple engineering disciplines.

1. Name of license holder exactly as on file with the Board of Professional Engineers, Land Surveyors, and Geologists ("BPELSG"):

2. License Type: _____
3. Licenses #: _____
4. Issue Date: _____
5. Has any BPELSG license held by the engineer been suspended or revoked within the last 5 years?

___ Yes ___ No

If "yes," explain on a separate signed sheet.

6. Has the engineer changed names or license numbers within the past 5 years?

___ Yes ___ No

If "yes," explain on a separate signed sheet.

D. Mechanical, Electrical, or Plumbing Contractor(s)

If utilized in the design of the project, respond for all Member electrical, or plumbing ("MEP") contractors. If relevant, use additional signed sheets to respond for multiple MEP contractors.

1. Name of license holder exactly as on file with the Contractors State License Board ("CSLB"): _____
2. License classification(s): _____
3. License #: _____
4. Issue Date: _____
5. Expiration Date: _____
6. Public Works Contractor Registration # on file with the Department of Industrial Relations ("DIR"): _____
7. Has any CSLB license held by the MEP contractor or its qualifying individual been suspended or revoked within the last 5 years?

Yes No

If "yes," explain on a separate signed sheet.

8. Has the general contractor changed names or license numbers within the past 5 years?

Yes No

If "yes," explain on a separate signed sheet.

III. PERFORMANCE HISTORY

1. Has Design/Builder or any Member or Associate ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?

Yes No

If "yes," explain on a separate signed sheet, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date, and the basis for the finding.

2. Has Design/Builder or any Member or Associate ever been convicted of a crime involving any federal, state, or local law related to construction or any crime involving fraud, theft, or any other act of dishonesty?

Yes No

If "yes," explain on a separate signed sheet, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

3. At any time in the last 5 years, has Design/Builder or any Member been assessed liquidated damages under a construction contract?

Yes No

If "yes," explain on a separate signed sheet, including the project, owner, owner's address, date of completion, and amount of liquidated damages.

4. At any time in the last 5 years, has Design/Builder or any Member or Associate been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public works project?

Yes No

If "yes," explain on a separate signed sheet, including the project, the year of the event, owner, owner's address, and basis for the action.

5. At any time in the last 5 years, has a public agency found that Design/Builder or any Member was not a responsible bidder?

Yes No

If "yes," explain on a separate signed sheet, including the project, the year of the event, owner, owner's address, and basis for the finding.

6. In the past 5 years, has any claim exceeding \$50,000 been filed by or against Design/Builder or any Member in court or arbitration concerning work or payment on a construction project?

Yes No

If "yes," explain on a separate signed sheet, including the project name, court or arbitration case name and number, and a brief description of the status of the claim.

7. In the past 5 years, has there been more than one occasion in which Design/Builder or any Design/Builder member was required to pay either back wages or penalties for failure to comply with California prevailing wage laws or federal Davis-Bacon prevailing wage requirements?

Yes No

If "yes," explain on a separate signed sheet, describing the nature of the violation(s), project, owner, and amount paid, if any.

8. At any time during the past 5 years, has Design/Builder or any Member been found to have violated any provision of California apprenticeship laws or regulations, or laws pertaining to use of apprentices on public works projects?

Yes No

If "yes," explain on a separate signed sheet, including date(s) of such findings and attaching the Division of Apprenticeship Standards' final decision(s).

IV. BONDS AND INSURANCE

A. Bonds

1. Attach a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states the current bonding capacity of the Design/Builder (both single job limit and aggregate limit). Note: Design/Builder must have capacity to provide 100% payment bond and 100% performance bond, each issued by an admitted surety insurer, without bonding subcontractors.
2. Provide the name, address, and telephone number of the surety agent: _____

3. List all sureties that have written bonds to the Design/Builder or any Member during the last 5 years:

Name	Address	Date of Bond

4. In the last 5 years, has any surety paid on behalf of the Design/Builder or any Member a result of a default to satisfy any claims made against a payment or performance bond?

___ Yes ___ No

If "yes," explain on a separate signed sheet, including the amount of each claim, name and telephone number of claimant, date of and grounds for the claim, and present status.

5. If Design/Builder or any Member was required to pay a premium of more than 1 percent for a performance and payment bond on any project in the last 5 years, state the percentage: _____

Explain on a separate signed sheet why Design/Builder or Member was required to pay the premium of more than 1 percent.

6. In the last 5 years, has Design/Builder or any Member been denied bond coverage by a surety company or had no surety bond in place when one was required?

Yes No

If "yes," explain on a separate signed sheet, including the name of the surety company and/or period during which Design/Builder or Member had no bond in place.

B. Insurance

1. Does Design/Builder have commercial general liability insurance with a policy limit of at least \$5,000,000 per occurrence and \$10,000,000 aggregate for a California admitted company?

Yes No

If "no," provide on a separate signed sheet what policy limits are available to Design/Builder.

2. Does Design/Builder have current workers' compensation insurance as required by the California Labor Code or is Design/Builder legally self-insured pursuant the California Labor Code?

3. Does Design/Builder have professional liability (errors and omissions) insurance with a policy limit of at least \$10,000,000 aggregate from a California admitted company?

Yes No

If "no," provide on a separate signed sheet what policy limits are available to Design/Builder.

4. In the last 5 years, has any insurance carrier, for any form of insurance, refused to renew an insurance policy for Design/Builder or any Member?

Yes No

If "yes," explain on a separate signed sheet, including the name of the insurance carrier, form of insurance, and year of the refusal.

V. SAFETY

1. Attach a description, not to exceed 1-page, of Design/Builder's worker safety program as applicable to this project.

2. Within the past 5 years, has the California or federal Occupation Safety and Health Administration ("OSHA") cited and assessed penalties against Design/Builder or any Member, for "serious," "willful" or "repeat" violations of its safety or health regulations?

Yes No

If "yes," explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

3. Within the past 5 years, has the Environmental Protection Agency ("EPA") or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against Design/Builder or any Member or the owner of the project on which Design/Builder/Member was the contractor?

___ Yes ___ No

If "yes," explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

4. State the Workers' Compensation Experience Modification Rate ("EMR") for Design/Builder and each Member for the past 3 premium years:

Year	EMR

If EMR was 1.00 or higher in any of 3 years, attach a letter of explanation.

5. State the total recordable injury or illness rate and the lost work rate for Design/Builder and each Member for the past 3 years:

Year	Incident Rate	Lost Work Rate

6. Within the past 5 years, has there ever been a period when Design/Builder or any Member had employees but was without workers' compensation insurance or state-approved self-insurance?

___ Yes ___ No

If "yes," explain on separate signed sheet, including the date(s) and reason(s) for the absence of workers' compensation insurance.

VI. PROJECT EXPERIENCE AND REFERENCES

1. How many design-build projects have the general contractor and architect of record involved in this Design/Builder completed together? _____
2. For the completed design-build projects identified in the preceding answer, state:

- a. Total dollar value of all contracts: _____
 - b. Dollar value of single largest contract: _____
3. How many California K-12 public school construction projects (both under construction and completed) has/have:
- a. The general contractor for the Design/Builder built in the past 5 years?

 - b. The architect of record for the Design/Builder designed in the past 5 years?

 - c. The engineer(s) for the Design/Builder designed in the past 5 years?

 - d. The MEP contractor(s) for the Design/Builder worked on in the past 5 years?

4. Complete **both** project reference forms attached hereto as **Exhibits A-1 and A-2**. District may, in its discretion, contact project references.
5. Attach resumes or similar documents, not to exceed 1 page each, showing the experience, training, and qualifications for up to 6 proposed key personnel of the Design/Builder.

VII. SKILLED AND TRAINED WORKFORCE COMPLIANCE

1. By this submittal, Design/Builder hereby acknowledges, agrees, and hereby provides an enforceable commitment to District that:
- a. Design/Builder and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades, in accordance with Public Contract Code section 2600 et seq.; or
 - b. Design/Builder has agreed to be bound by: (i) a project labor agreement ("PLA") entered into by the District that will bind all contractors and subcontractors performing work on the project to use a skilled and trained workforce; (ii) the extension or renewal of a PLA that was entered into by the District prior to January 1, 2017; or (iii) a PLA entered into by the Design/Builder that will bind the Design/Builder and all its subcontractors at every tier performing work on the project to use a skilled and trained workforce.

[CERTIFICATION ON NEXT PAGE]

VIII. CERTIFICATION

Design/Builder and all Members must sign. Copy this certification page as needed for each Member.

I certify and declare that I have read all the foregoing answers to this prequalification template; that all answers are correct and complete of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____, 20__

Name of Design/Builder or Member: _____

Signature by authorized individual: _____

Print Name: _____

Title: _____

EXHIBIT A-1

Design-Build Project References

List the three most recent design-build projects, each with a contract price over \$15 million, completed by the general contractor for the Design/Builder. The projects must have been public projects. Contact information must be current and viable. (Copy additional sheets.)

1. Project Name: _____

2. Project Address: _____

3. Owner (name and tel. #): _____

4. Architect (name and tel. #): _____

5. Construction Manager (name and tel. #): _____

6. Scope of Work: _____

7. Original Completion Date: _____

8. Actual Complete Date: _____

9. Time Extensions Granted (# of days): _____

10. Initial Contract Value: _____

11. Final Contract Value: _____

Date: _____, 20__

Signature by authorized individual: _____

Print Name: _____

Title: _____

EXHIBIT A-2

CA K-12 Public School Project References

List the three most recent California K-12 public school construction projects, each with a contract price over \$15 million, completed by the general contractor for the Design/Builder. Contact information should be current and viable. (Copy additional sheets.)

1. Project Name: _____
2. Project Address: _____

3. Owner (name and tel. #): _____

4. Architect (name and tel. #): _____

5. Construction Manager (name and tel. #): _____

6. Scope of Work: _____

7. Was this a design-build project? _____
8. Original Completion Date: _____
9. Actual Complete Date: _____
10. Time Extensions Granted (# of days): _____
11. Initial Contract Value: _____
12. Final Contract Value: _____

Date: _____, 20__

Signature by authorized individual: _____

Print Name: _____

Title: _____