

NOTICE

San Rafael City Schools  
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR FURNITURE SERVICES  
RFQ/P #SRCS FURNITURE-001

San Rafael City Schools (“District”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive and professional furniture solutions to the District for new furniture 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 Measures “A” and “B” Bond Programs (“Programs(s)”) as well as Proposition 39 funding, including but not limited to San Pedro Elementary New Classrooms & Administration Building, Venetia Valley, New Classroom Buildings, and New Multipurpose Building, San Rafael High School New Commons, Library, Kitchen + Madrone Building, Terra Linda High School New Commons, Kitchen, Library, Music and Drama Classrooms and ICT Hub Renovations, Laurel Dell Elementary New Classrooms, Library and Administration space.

At this time the District is requesting qualifications and pricing from respondents interested in being considered for the Projects noted above under this Program. 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 firm/team that can provide the greatest overall benefit to the District.

Respondents to this Request for Qualifications (“RFQ/P”) should mail or deliver Five (5) bound copies, One (1) unbound copy, Three (3) hardcopy floorplans of Building A, Building E, Building F and Building G in Black and White on 24x36 sheets and One (1) electronic copy on a flash drive of their Statement of Qualifications (“SOQ”), as further described herein, to:

**Dr. Dan Zaich, Sr. Director Capital Facilities  
San Rafael City Schools  
310 Nova Albion Way, Room 505  
San Rafael, CA 94903**

**The full RFQP and supporting documents are available on the DISTRICT’S website: [www.srcs.org/](http://www.srcs.org/) Use the Bond Program Link to “Doing Business with Us”**

**All responses are due by 2:00 pm, Tuesday, February 12, 2019  
Fax or Email responses will not be accepted.**

Questions may be submitted to Dan Zaich [dzaich@srcs.org](mailto:dzaich@srcs.org) and Amy Garber [amy@visionsmgmt.com](mailto:amy@visionsmgmt.com), on or before Thursday, February 7, 2019. Answers will be emailed and posted on the District website by 2:00 PM on Friday, February 8, 2019.

Each SOQ must conform and be responsive to the requirements set forth in this RFQ/P.  
SOQ: SUBMITTAL: Mark Box or Envelope: “Statement of Qualifications for Furniture and Design Services”

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Attachment A: Pricing Matrix

Attachment B: San Pedro Elementary School Drawings (Dwg. File)

Attachment C: San Rafael City Schools Educational Specification – Elementary and Middle Schools

Appendix A: San Rafael City Schools Furniture Services Agreement

**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.

All of the Projects identified will be funded from the Measure A and Measure B Bonds. Respondents are encouraged to review the Master Plans for the Program on the District’s website.

**A. LIMITATIONS**

The District reserves the right to contract with any entity responding to this RFQ/P. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ/P. The awarding of 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/P 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/P 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/P and ending on the date of the award of the contract, no person, or entity responding 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(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.

**D. GOALS OF REQUEST FOR QUALIFICATIONS (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

The goal of the RFQ and RFP process is to provide SRCS, as the “Owner” an opportunity to thoroughly evaluate interested furniture manufacturer/supplier teams; eventually leading to the selection of a furniture supplier to furnish the district’s spaces in the new or existing facilities at multiple sites.

It is the intent of the SRCSD to enter into a piggyback agreement(s) with the supplier(s) that will establish a discounting structure and professional services cost agreement that can be applied to products drawn from the “manufacturers major lines” and “partnership” companies. This RFQ shows a limited sampling of the required furniture. The selected dealer will quantify through the design process.

**II. SCOPE OF REQUIRED SERVICES**

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

**A. GENERAL**

1. Provide and install all products required to furnish the San Rafael City Schools projects
2. Provide project administration, supervision and ongoing support services needed for initial purchase and any future orders or upgrades.
3. Maintain current project schedules to track all processes involved in design, manufacturing and installation of furniture.
4. Coordinate with the contractor, their subcontractors, FF&E consultant, SRCS service providers as required.

5. Maintain complete documentation of purchase orders, purchased inventory and current installation plans for use when future orders or upgrades are undertaken.
6. Attend and report at Community Meetings as required.
7. Attend School Board meetings if required.
8. Primary Team Members: Proposed Manufacturer/Supplier(s) Team Primary Members (Supplier(s): Account Manager, Project Manager, Designer, Installation Manager  
Each primary team member (listed above) must have successfully completed a minimum of one (1) precedent installation within the last five (5) years that exhibit similarities to SRCS projects in scope, size, character and budget. A similar installation is defined as installation that includes a mix of enclosed offices, open workstations, STEM classrooms, K-12 classrooms and other ancillary furniture with a total project budget (including installation) of 1.5 million or more.
9. Principal Office: Supplier(s) must have a principal office or showroom located in the San Francisco Bay Area
10. Field verification of all spaces impacted by furniture
11. Provide samples of requested furniture
12. Coordination of furniture fair

**B. DURING THE DESIGN PHASE**

1. Perform the work at all times with a sufficient staff to carry out the obligations in an efficient and timely manner, and in accordance with the agreed upon Project Schedule.
2. The Manufacturer/Dealer team shall meet with SRCS, and SRCS's representatives weekly to review plans, specifications and all other tasks required to develop furniture orders.
3. Ongoing development of detailed project budgets and product pricing that track with the development of the furniture specifications.
4. Prepare furniture plans for all floors based on backgrounds provided
5. Prepare 2D and 3D drawings for all spaces to be furnished.
6. Provide drafts of all pending Purchase Order to SRCS purchasing department for review and approval
7. Test-fit and verify critical dimensions of walls, power/data outlets and other related items.

**C. DURING THE MANUFACTURING PHASE**

1. Track and coordinate all furniture orders/deposits and provide weekly schedule update.
2. Coordinate all submittals and other required approvals with the FF&E consultant for the project.
3. Attend meetings with FF&E consultants on an on-call basis

**D. DURING THE INSTALLATION PHASE**

1. Provide an on-site project manager during the installation to supervise installation activities including any subcontracted work.
2. Perform as needed punch lists and provide a schedule for the completion of the punch list items to the satisfaction of SRCS
3. Be responsible for all materials and equipment prior to installation, and until acceptance is given in writing by SRCS. The Team shall assume responsibility for any loss or expense associated with storing materials and equipment prior to the date of acceptance.
4. Provide floor protections as necessary for delivery, and be responsible for removing all debris associated with the furniture delivery and set up.
5. Coordinate with any SRCS directly hired vendors (i.e. data, cabling, etc.)
6. Prepare and update installation schedules or sequences as changes require.
7. Coordinate all product deliveries with SRCS FF&E consultant.

**E. DURING THE POST-INSTALLATION PHASE**

1. Lead a furniture punch-list review with SRCS and SRCS representatives and resolve all items within two weeks or as soon as practical for long-lead replacement items.
2. Provide as-built drawings and provide them in both electronic and hard - copy formats.
3. Provide orientation + training for staff assigned to maintain new furniture
4. Provide a post-occupancy review within one (1) month of installation finish to address any outstanding issues.
5. Provide (1) soft copy and (2) hard copy specification books of all product ordered, per project. Tabs to be created for each specification that show a photo, manufacturer, description, unit cost, discounting, warranty information, qty. ordered and location installed.

**F. ONGOING SUPPORT**

1. Manufacturer/Dealer team will be expected to provide services and product when future orders or upgrades are undertaken.
2. Extension of discounting schedule, mark up, service costs and open line agreements will be requested for a period of no less than 18 months from completion of initial project install.

Minimum Qualifications:

Respondents to the RFP will be asked to provide documentation that establishes their minimum qualifications related to product offerings and the project requirements listed below:

1. **Stability and duration of product offerings:** indicate extent to which manufacturer’s primary lines meet or exceed the consistency goals for the project – 5 years of successful past installations and an anticipated 5 years beyond the SRCS installation date.
2. **Warranty of product offerings:** indicate extent to which the manufacturer’s primary lines can support the warranty goals for this project – 10 years (or better) for fixed components of desking, conference, storage and seating drawn from manufacturer’s primary lines; 7 years (or better) for operating parts/mechanisms, controls, electrical components.
3. **Green Products:** indicate extent to which the manufacturer’s primary lines can support the environmental goals for this project – third party certifications of products and manufacturing facilities, recyclability and recycled content of products, reduction and reuse of packaging and shipping materials; pursuit of sustainability improvements with supply chain partners.
4. **Prevailing Wage:** certify that installation team will meet prevailing wage requirements for installation of all furniture requiring assembly. Warehousing and delivery to be billed at standard rates.

### III. STATEMENT OF QUALIFICATIONS

#### A. SUMMARY OF REQUIRED QUALIFICATIONS

The scope of services includes furniture specification, procurement and space planning services. Extensive experience in the education sector is mandatory.

#### B. FORMAT REQUIREMENTS

Firms submitting SOQ’s in response to this RFQ/P must follow the format below. Material must be in 8 ½ 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/P #SRCS Furniture – 001.”

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

**Provide Five (5) bound copies, One (1) unbound copy, Three (3) hardcopy floorplans of Building A, Building E, Building F and Building G in Black and White on 24x36 sheets and One (1) electronic copy on a flash drive of the Statement of Qualifications.**

The unbound copy shall be marked “copy for Reproduction”, and shall be formatted as follows:

- No divider sheets or tabs
- Text printed on one side (i.e. no back to back pages)
- Paper 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 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 furniture 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 manufacturer/dealer 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.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.

- **Must include the following information:**

*“[INSERT MANUFACTURER/DEALER COMPANY’S NAME] received a copy of San Rafael City Schools form of Furniture Services Agreement (“Agreement”) attached as Appendix “A” to the RFQ/P. [ INSERT MANUFACTURER/DEALER COMPANY’S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the San Rafael City Schools [ INSERT MANUFACTURER/DEALER COMPANY’S NAME] has no objections to the use of the Agreement.”*

- **Must include the following information:**

*“[INSERT MANUFACTURER/DEALER COMPANY’S NAME] received a copy of San Rafael City Schools form of Furniture Services Agreement (“Agreement”) attached as Appendix “A” to the RFQ/P. [ INSERT MANUFACTURER/DEALER 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
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials for the 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 year the firm **has** been in business and date firm was established under its give name.
- Number of employees.
- 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 performed in-house versus by a sub-consultant.

**3. TAB 3 – PROJECT TEAM**

- Identify the key personnel who will work on this project.
- Include an organizational chart that includes the reporting relationship between the proposed key personnel and other team members
- Provide the professional resumes of key personnel. The resumes are to include the following information:
  - Name and proposed assignment for the Manufacturer/Dealer team
  - Total years of furniture experience and total years with present employer
  - Education – degrees, schools and years obtained
  - Professional Registration
  - At least two client reference, including contact names, addresses, telephone numbers and email addresses

- Description of projects worked on in the past five years. Identify their specific role on each project. Provide a minimum of (3) projects.

#### 4. TAB 4 – EXECUTIVE SUMMARY: APPROACH AND FIRM QUALIFICATIONS

- Outline your approach to providing furniture and design services 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 occupancy with the earliest possible timeframe
  - Describe your firm’s approach to specification as it pertains to cost, warranty and aesthetics.
  - Describe your firm’s approach to providing a furniture fair.

#### 5. TAB 5 – RELATIVE K-12 PROJECT EXPERIENCE

- Experience: Provide a minimum of (5) K-12 projects that have been completed within the last (5) years. Include for each project:
  - Project Name, grade level and location
  - Scope of Project
  - Project Fee
  - Group purchasing contracts that were utilized
  - A minimum of (3) photographs or renderings of classroom and/or office space
  - Identify the characteristics of the project that make it noteworthy

#### 6. TAB 6 – SAN PEDRO ELEMENTARY SCHOOL

San Pedro Elementary School will be the first project to be delivered and will consist of three modular buildings; **Building A:** (7) 3<sup>rd</sup> – 5<sup>th</sup> Grade classrooms, (2) Intervention Counseling Offices, (1) Psychology Office, (1) Speech Room, (1) Newcomers Classroom and (1) RSP Classroom **Building E:** Administrative **Building F:** (1) Pre-Kindergarten classroom, (1) Transitional Kindergarten classroom and (1) Kindergarten classroom **Building G:** (3) Kindergarten classrooms.

- Provide a Draft schedule demonstrating the tasks required from programming through installation and punch list.
- Provide a 2d drawing and Pricing for every room within Building A, Building E, Building F and Building G.
- Provide a 3d Drawing for Classroom G101, Principal’s Office E101.

#### 7. TAB 7 – 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.

#### **8. TAB 8 – FEES**

- Provide a formal not to exceed proposal for design services and Project Management services for San Pedro Elementary School. Proposal must include hourly rates.
- Include Attachment A to show total costs as well as a cost breakout for each room – See each Tab.
- Provide any additional pricing.

#### **IV. SELECTION CRITERIA**

##### **A. EVALUATION**

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

- The Manufacturer/Dealer’s experience and performance history with similar project for California K-12 school districts, including:
  - Successful experience with teaching of the 21<sup>st</sup>. Century, modernization and new construction projects, and completion of projects on time, including demonstrated ability to complete project(s) in a tight time frame.
  - Group purchasing contracts
  - 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 reference from clients contact by the District including:
  - Firm’s reputation
  - Satisfaction of previous clients (client relationship)
  - Timeliness of work and ability of the firm to meet schedules
  - 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 SOQ’s 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 SOQ’s, the District’s Selection Committee will identify the firms/teams that can provide the greatest overall benefit to the District for each Project.

**V. SUBMISSION GUIDELINES**

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

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all SOQ's and to negotiate contract terms with one or more respondent firms for one or more of the work items.

**RFQ/P RESPONSE SCHEDULE SUMMARY:**

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

<b>DATE</b>	<b>EVENT</b>	<b>TIME DEADLINE</b>
January 28, 2019	Release and advertisement of RFQ/P #SRCS Furniture-001	
February 7, 2019	Deadline for submission of written questions to District concerning RFQ/P #SRCS Furniture - 001	12:00 p.m.
February 8, 2019	Answers to questions emailed and posted on District website concerning RFQ/P #SRCS Furniture - 001	2:00 p.m.
<b>February 12, 2019</b>	<b>Deadline for all submissions in response to RFQ/P #SRCS Furniture - 001</b>	2:00 p.m.
Week of February 18, 2019	Interviews of short-listed firms	9:00 am – 5:00pm
Week of February 25, 2019	Notification of selected firms	