

San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94404

February 9, 2022

REQUEST FOR STATEMENT OF QUALIFICATIONS AND FOR PROPOSALS FOR
DESIGN AND CONSTRUCTION SERVICES (DESIGN-BUILD) FOR
SYNTHETIC TURF IMPROVEMENTS AT MULTIPLE DISTRICT SITES
(Ed. Code, § 17250.10 *et seq.*)

The San Mateo-Foster City School District (“District”) is requesting submission of:

- A statement of qualifications (“SOQ(s)”); and
- A proposal (“Proposal(s)”)

(together, “Response(s)”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“DBE(s)” or “Firm(s)”) to design, build, and commission synthetic turf improvements at five (5) District sites (“Site(s)”) based on the scope of work and criteria as further described in **Attachment 1** (collectively, “Project”) utilizing the design-build delivery method. (Ed. Code, § 17250.10, *et seq.*) The District intends to award to one (1) DBE, but reserves the right to award to multiple DBEs, all Sites of the Project, as identified in **Attachment 1** to this Request for Statement of Qualifications and for Proposals (“RFQ/P”).

DBES THAT INTEND TO SUBMIT A RESPONSE MUST MEET THE FOLLOWING CRITERIA:

- Be insured;
- Hold a Class A or B Contractors License, which is current, valid, and in good standing with the California Contractor's State License Board as well as a current and valid California architect or engineering license;
- Have a full-service office within 75 miles of the District.

Responses. Interested DBEs are invited to submit a Response as described below.

- **SOQ.** Submit the SOQ on the date and time indicated in the RFQ/P Schedule. SOQs shall be submitted electronically to **Mark Sherrill** at msherrill@smfc.k12.ca.us
- **Proposals.** Submit a Proposal on the date and time indicated in the RFQ/P schedule. Proposals shall be submitted electronically by submitting to **Mark Sherrill** at msherrill@smfc.k12.ca.us. **The District will shortlist DBEs that receive minimum scoring for their SOQ. Only shortlisted DBEs will be eligible to submit a Proposal. Proposals submitted by non-shortlisted DBEs shall be rejected.**

Mandatory Pre-Response Conference. There is a **mandatory** pre-Response conference via ZOOM on the date and at the time indicated in the RFQ/P Schedule. All DBEs that intend to submit a Response must attend the pre-proposal conference. The ZOOM or Google Meets link will be sent out when determined. **The failure of any DBE to attend the mandatory pre-response conference shall be grounds for the District to deem the DBEs Response non-responsive.**

Questions. Questions regarding this RFQ/P must be directed to **Judy Krall and copy Mark Sherrill** -at judy.krall@hmcarchitects.com and msherrill@smfc.k12.ca.us and must be received on or before the time indicated in the RFQ/P Schedule. DBEs with questions or comments about this RFQ/P should not contact any other District representative, Board member, consultant, or employee unless directed to do so by **Mark Sherrill**. **If a DBE contacts a person other the one identified herein, the District may, in its sole discretion, deem the DBE's Response non-responsive and reject it.**

RFQ/P Addenda. If the District issues addenda to this RFQ/P, DBEs are solely responsible for and **must** acknowledge receipt of addenda in the DBE’s Response. Failure to acknowledge and respond to any addenda issued by the District may, in the District’s sole discretion, make the DBE’s Response non-responsive and subject to rejection.

RFQ/P Attachments. The following documents are attached to this RFQ/P:

Attachment No.	Attachment Description
Attachment 1	Project Description & Project Sites
Attachment 2	Project Design Specifications & Criteria
Attachment 3	Form of Design Build Contract
Attachment 4	Best Value Scoring

RFQ/P Schedule. The District shall follow this schedule for the review and selection process. The District reserves the right to modify this schedule at its discretion.

Event	Time/Date
Mandatory Pre-Response Conference	2/14/2022
Deadline for DBEs to submit questions regarding this RFQ/P	2/23/2022
District to respond to DBEs questions regarding this RFQ/P	3/2/2022
Deadline for DBEs to submit SOQs	2/23/2022
District to notify DBEs of placement on the short list	3/2/2022
Deadline for DBEs to submit Proposals	3/9/2022
(Optional) District to Conduct Interviews	Week of 3/11/2022
Anticipated Contract Award	3/24/2022

Skilled and Trained Workforce Notice. This Project will be subject to the skilled and trained workforce requirements pursuant to Public Contract Code section 2600, et seq. and Education Code section 17407.5 (“**SWF Statutes**”). DBEs should familiarize themselves with the SWF Statutes and should review their obligations pursuant to the “Skilled and Trained Workforce Requirement” section in the “Terms and Conditions” of the Contract (as defined below).

Thank you for your interest in working with the San Mateo-Foster City School District.

1. **General Information.**

- 1.1. **General Services.** The District invites qualified DBEs to submit a Response setting forth their ability to provide the Services, as more fully indicated herein. DBEs must have extensive experience with the Office of Public School Construction, the California Building Standards Code, Title 24 of the California Code of Regulations, and the Division of the State Architect (“**DSA**”). DBEs must have extensive experience: in the design and construction of synthetic turf improvements for public school facilities or – at minimum – public entities, working with public school district representatives and other school facility related consultants, establishing project scope, project budgets, and bidding procedures under both the Public Contract Code’s formal bidding process and under alternative construction delivery methods (e.g., design-build, lease-leaseback, etc.).
- 1.2. **Scope.** The basic scope and estimated costs of the Project are as follows (“**Services**”):
- 1.2.1. The design by the selected DBE of synthetic turf improvements as described in **Attachment 1** at the Sites based on the Project Design Specifications and Criteria attached hereto as **Attachment 2** and incorporated herein by reference (“**Project Criteria**”); and
- 1.2.2. Installation and commissioning of the synthetic turf improvements at the Sites based on the plans prepared by the selected DBE.
- 1.3. **Design-Build Entity.** An eligible DBE under Education Code section 17250.10 et seq., means a corporation, limited partnership, partnership, or other association that is capable of providing appropriately licensed contracting, architectural, and engineering services as needed pursuant to a design-build contract. Nothing in this RFQ/P is intended nor should be interpreted as contravening the provisions of the Education Code. The DBE shall be fully knowledgeable of, and shall comply with, the provisions of Education Code 17250.10 et seq, and shall be fully capable of providing the services required of a DBE as defined therein.
- 1.4. **Project / Program Consultant.** The District may, at its expense, retain the services of a design professional or construction project manager, or both, throughout the course of the Project to ensure compliance with agreed-upon specifications and other requirements.
- 1.5. **Subcontractor Procurement Process.** In the award of all subcontracts with a value exceeding one-half of one percent of the contract price, the selected DBE shall adhere to the procurement process set forth in Exhibit F (“**Subcontractor Procurement Process**”) of the Contract.
- 1.6. **Contract Requirements.** The selected DBE will enter into a contract, the form of which is attached as **Attachment 3**, with the District, which will outline the full requirements and expectations for the Project (“**Contract**”). The Contract includes:
- 1.6.1. **Indemnity.** Pursuant to Public Contract Code section 20103.6, the Contract with the DBE includes language requiring the Designer/Builder to indemnify the District to the furthest extent permitted by California law.
- 1.6.2. **Bonds & Insurance.** Pursuant to the Contract, the DBE shall be required to obtain:
- 1.6.2.1. A payment bond and performance bond to cover the Contract amount for non-design services; and

1.6.2.2. Errors and omissions insurance coverage sufficient to cover all design and architectural services provided in the Contract.

STATEMENT OF QUALIFICATIONS

2. **SOQs.** All DBEs must submit the SOQ as directed in this RFQ/P. DBEs' SOQs must be consecutively numbered on each page and must include the following information, using the following outline structure, except as may be otherwise directed. SOQs shall **be no longer than seventy-five (75) pages**, inclusive of résumés, forms, and pictures, and organized according to the numbering system reflected below. Please provide the District with an SOQ that includes the following:
- 2.1. **Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the DBE, address, telephone, emails, and the name, title, and signature of the person authorized to submit the SOQ on behalf of the DBE. The Letter of Interest should provide a brief statement of the DBE's experience and should indicate the unique background and qualities of the DBE, its personnel, and what will make the DBE a good fit for work in the District.
 - 2.2. **Table of Contents.** A table of contents of the material contained in the SOQ must follow the Letter of Interest.
 - 2.3. **Executive Summary.** An executive summary that outlines the DBE's philosophy, along with a brief summary of the DBE's qualifications.
 - 2.4. **Proposed Personnel/DBE Team.**
 - 2.4.1. **History.** Provide a brief history of the DBE, and, if a joint venture, of each participating entity.
 - 2.4.2. **Legal Structure.** Provide information regarding the specific structure of the DBE. If the DBE is a corporation, limited liability company, partnership, joint venture, or other legal entity, please provide a copy of the organizational documents or agreement committing to the form of organization. Please provide detailed information about the formation of the DBE and how it complies with applicable statutory requirements of the Business and Professions Code and Education Code section 17250.10, et seq., including section 17250.15, which states:

"...(c) 'Design-build' means a procurement process in which both the design and construction of a project are procured from a single entity.

(d) 'Design-build entity' means a corporation, limited partnership, partnership, or other association that is capable of providing appropriately licensed contracting, architectural, and engineering services as needed pursuant to a design-build contract."
 - 2.4.3. **Personnel.**
 - 2.4.3.1. Include resumes of key DBE personnel who would be performing Services for the District including, without limitation, design professional(s), design consultant(s) (if applicable), onsite supervisor, project engineer, and project manager. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate each person's availability to provide

the Services. Also, please include the name and title of the representative(s) that attended the mandatory pre-submission meeting. At a minimum, the personnel identified must include:

- 2.4.3.1.1. Project Manager;
- 2.4.3.1.2. Design Phase Services Manager;
- 2.4.3.1.3. Site Superintendent;
- 2.4.3.1.4. Project Architect; and
- 2.4.3.1.5. Project Designer.

2.4.3.2. Demonstrate and describe the DBE's approach to coordination and communication with sub-disciplines, such as Civil, Structural, Landscape, and MEP, and Specialty consultants. Provide the sub-disciplines roles and responsibilities for each phase of design and construction.

2.4.3.3. **The District expects that the key personnel identified will be included in the Project if the DBE is selected by the District.**

- 2.5. **Insurance.** The DBE is required to maintain professional liability insurance. Provide a detailed description of how or if the District will be a direct beneficiary to the DBE's professional liability insurance and how the District will have the ability to make a recoverable claim against the DBE's professional liability insurance, if such a claim becomes necessary.
- 2.6. **DBE's Approach to Work.** Describe how the DBE intends to work with the District's administration officials to perform the Services, including assistant superintendents, facilities directors, teachers and site principals, to develop management techniques and responses related to the unique challenges of the District's educational program requirements.
- 2.7. **Professional Development.** Indicate DBE's ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding DBE's qualifications and expertise.
- 2.8. **Schedule.** Discuss the DBE's ability to prepare and meet achievable design and construction schedules for design-build projects, DBE's schedule management procedures, and how the DBE has successfully handled potential delays. Specifically describe DBE's experience coordinating and obtaining DSA approval, and describe how DBE will minimize delays to the Project arising from DSA review.
- 2.9. **DBE's Approach to Developing GMP.** Education Code section 17250.10 provides that the District may select the proposal that establishes the best value for a guaranteed maximum price ("GMP"). Describe the proposed process to be implemented by DBE to work collaboratively with the District and other Project members to develop a GMP for the Project that represents the best value to the District. Confirm that the GMP will be developed collaboratively with the District using the District's Subcontractor Procurement Process in Exhibit F of the Contract and pursuant to the "Subcontractor Procurement / GMP Negotiations" section in Exhibit A.
- 2.10. **Subcontractor Procurement Process.**
- 2.10.1. Describe DBE's process for soliciting subcontractors for a design-build project and how the DBE works collaboratively with a school district to ensure transparency so that the District receives a competitive GMP.
 - 2.10.2. Describe the DBE's process for ensuring that all subcontractor bid packages are full and

complete, and how DBE minimizes scope gaps.

2.10.3. Include DBE’s agreement that it will comply with the Subcontractor Procurement Process in Exhibit F of the Contract.

2.11. **Construction Charges / Design Rates.** Please provide DBEs construction charges in the format indicated below. Additionally, for DBE’s design services, please provide a fee schedule for the type of services offered, and identify any additional fees, costs, expenses or reimbursable fees for which DBE would seek compensation. District is only requiring this compensation information for the purposes of the SOQ. **However, this pricing shall apply to the Project if the DBE is selected, unless the District and the selected DBE negotiate lower pricing.**

Item	Amount
Staffing that would be part of General Conditions	
Project Executive (hourly rate)	\$ _____
Project Manager (hourly rate)	\$ _____
Project Superintendent (hourly rate)	\$ _____
Project Engineer (hourly rate)	\$ _____
Safety Officer (hourly rate)	\$ _____
Estimator (hourly rate)	\$ _____
Scheduler (hourly rate)	\$ _____
Mark-up on Subcontractor work	_____ %
Mark-up on self-performed work	_____ %
Mark-up on Subcontractor change order work	_____ %
Mark-up on self-performed change order work	_____ %
Fee / overhead & profit (as a percentage of direct costs) if any, that is in addition to any mark-up	_____ %
Bond cost (as a percentage of direct costs)	_____ %
Insurance cost (as a percentage of direct costs)	_____ %
Other costs (identify in sufficient detail for evaluation, either as a lump sum or a percentage of direct costs. If there are no additional charges, then please state zero (0) here.)	\$ ____ or ____ %

2.12. **DBE’s Current Work Commitments.** Specify the current and projected workload of DBE.

2.13. **Conflicts of Interest.** If applicable, provide a statement of any previous, current, or anticipated

contractual obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict or actually conflict with DBE’s ability to provide the Services described herein to the District. Regardless of how the District may score this item, the District will strictly evaluate any potential or actual conflicts of interest to ensure avoiding even the appearance of impropriety in the procurement and performance of the services for the Project. The DBE selected to provide the Services will not be permitted to have any subsidiary, parent, holding company or affiliate of the selected DBE perform any construction work or submit a bid for the Project, without the prior written approval of the District that sufficiently addresses the conflict of interest issues, at the sole discretion of the District.

- 2.14. **K-12 Design-Build Experience and Qualifications.** Please identify and provide the following information regarding **ALL** of DBE’S most recent past design-build projects for K-12 or community college districts, and what role the DBE had on that project. If the DBE has not performed design-build projects for K-12 or community college districts, then list other design-build projects. You may limit your response to the **FIVE (5) MOST RECENT** projects. If the DBE is a joint venture, the joint venture itself or all individual entity(ies) or company(ies) form the joint venture must individually demonstrate the required experience and qualifications.

Project name/identification:
Project address/location:
Project owner, contact person, and telephone:
If DBE was a subcontractor, name of general contractor and telephone number:
Scope of work:
Original completion date:
Date completed:
Initial contract value (as of time of contract award):
Final contract value:
Other project information:

2.15. **Skilled and Trained Workforce.**

2.15.1. The successful DBE and its subcontractors at every tier shall use a skilled and trained workforce at minimum percentages, as defined in Public Contract Code section 2601, and required by Education Code section 17250.25(c), to perform all work on the Project that falls within an apprenticeable occupation. The selected DBE shall provide monthly reports demonstrating compliance by itself and its subcontractors at every tier with the skilled and trained workforce requirements as prescribed by Public Contract Code sections 2601 and 2602 and Education Code section 17250.25(c) (collectively, “**SWF Statutes**”), as well as the Terms and Conditions to the Contract. **The District recommends that DBEs review the SWF Statutes and the “Skilled and Trained Workforce Requirement” section of the Terms and Conditions to the Contract.**

2.15.2. Please state how the DBE will comply with the SWF Statutes and the Skilled and Trained Workforce Requirements for the Project as identified in the Contract.

2.15.3. Please provide a copy of the form DBE intends to utilize to demonstrate compliance with the SWF Statutes, if applicable.

- 2.16. **Safety Plan and Safety Record.** Please provide the Workers’ Compensation Experience Modification Rate, a copy of the DBE’s safety plan, the average total recordable injury/illness rate for the most recent three-year period, and the average lost work rate for the most recent three-year period. Also, describe the DBE’s Injury & Illness Protection Plan (“**IIPP**”) and indicate if the

DBE's IIPP has been approved by OSHA. If the DBE is newly-created, provide the above information for each entity that is part of the DBE.

- 2.17. **Commitment to Project Budget.** The Project Budget includes all design, engineering, administration, bonding, insurance, fees, permits, construction and contingency. Confirm that the DBE will complete this Project at or below the Project Budget and, if not, why that Project Budget is not sufficient and what Project Budget the DBE recommends. In addition, explain the methods and processes you will use to ensure the Project does not exceed the Project Budget to ensure that the District will receive the best value pricing from subconsultants and subcontractors.
- 2.18. **Contract Form.** If a DBE has any comments or objections to the Contract attached hereto as **Attachment 3** to this RFQ/P, it shall provide those comments or objections **with specificity** in its SOQ. **PLEASE NOTE: The District will not consider any substantive changes to the form of Contract if they are not submitted at or before the time the SOQ is due.**
- 2.19. **Financial Statement.** DBE shall provide an audited or reviewed financial statement for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.
- 2.20. **Letters of References.** DBE shall include letters of reference or testimonials, if available. DBE should limit letters of references or testimonials to no more than ten (10).
- 2.21. **Additional Information.** DBE shall provide any other information that would assist the District in understanding the DBE's capacity to efficiently and effectively complete the Project.
- 2.22. **Acknowledgement of Receipt of Addenda.** DBE shall provide an acknowledgement of receiving any addenda to the RFQ/P that may be issued by the District.
- 2.23. **Certification.** Include the following certification in your SOQ, signed by the DBE, its general partners or joint venture members: ***"We hereby certify under penalty of perjury that the foregoing information is true and correct."***



DISTRICT STAFF WILL EVALUATE SOQS AND DETERMINE WHICH DBES WILL BE PLACED ON THE DISTRICT'S SHORT-LIST OF QUALIFIED DBES FOR THIS PROJECT. DBES SHOULD NOT BEGIN TO PREPARE A PROPOSAL UNTIL THE DISTRICT INFORMS THE DBE WHETHER IT IS SHORTLISTED.



PROPOSALS

3. Proposals.

- 3.1. **Alternatives and Clarifications.** Each Proposal should be complete and definitive when submitted. Alternatives should not be included unless specifically requested. Awards may be made without any discussion or any contact with the DBEs following the Proposal opening, however the District reserves the right in its discretion to enter into negotiations with a DBE. Therefore, Proposals should be self-explanatory and submitted on the most favorable terms from a price and technical standpoint that the DBE can submit to the District. DBEs should not assume that they will be contacted or afforded an opportunity to clarify, discuss or revise their Proposal.
- 3.2. **DBE's Programming and Construction Administration (Design).** Through completion of the Project, DBE must provide a minimum of (1) onsite construction meeting per week and (1) monthly administrative update meeting. From Schematic Design through the completion of Construction Documents; provide a minimum of (1) conference call and (1) meeting at the District office (alternating).
- 3.3. **DBE's Supervision.** In addition to all scopes of work to design and construct the Project, the DBE must provide the anticipated scope of work (Exhibit A to the Contract) for project management, site supervision requirements, and commissioning.
- 3.4. **Contents of Proposal.** As part of DBE's Proposal, please include the following information.
 - 3.4.1. **Project Criteria / Project Enhancements.** Collectively, **Attachment 1** (Project Description & Project Sites) and **Attachment 2** (Project Design Specifications & Criteria) describe the District's technical design concept for the synthetic turf improvements at multiple District sites, and the current design parameters This technical design concept is not meant to be restrictive. Please provide DBE's design concept and layout of the synthetic turf improvements for the Project. Identify recommended enhancements that would improve the performance and efficiency of the components of the Project, including, without limitation, designs that will increase the useful life of systems. Any enhancements should be identified separately in the "Project Cost Breakdown" below. Describe whether the Project can be designed in a way to maximize state or federal grants or subsidies, if any apply.
 - 3.4.2. **Proposed Equipment.** Please provide a list of equipment that the DBE proposes utilizing for the synthetic turf improvements, including price for each piece of equipment, and the quantities recommended by the DBE. Please identify why the DBE considers the equipment proposed is superior to other available equipment.
 - 3.4.3. **Pricing.** The District acknowledges that each DBE's Proposal may be structured differently and may have varying degrees of specificity. Regardless, each Proposal must conform to the following pricing provisions, and if the District enters into negotiations with a DBE, the DBE's Proposal will be the starting point of those negotiations.
 - 3.4.3.1. The total Project cost must be in an amount not-to-exceed the Project Budget as stated in this RFQ/P to design and construct the Project, **NOT** including (to the extent applicable), any project inspection, special testing, if any, and commissioning agent. The Project cost should NOT include: Water Fees & Service Capacity Charges; Off-Site Testing Lab; DSA inspection and fees; CDE

fees; hazardous materials, geotechnical and environmental professional services and survey costs; Furniture, Fixtures or Equipment.

3.4.3.2. Please provide a statement of your approach to the Project and identify with specificity all issues which you believe are factors in reaching a GMP for the Project. In addressing those factors, please describe DBE’s approach to addressing those issues and what, if anything DBE will do to address those issues so as to facilitate pricing and providing a GMP.

3.4.3.3. **Provide a clear statement regarding any Project cost not included in the Project Cost Breakdown.**

3.4.3.4. **Project Cost Breakdown.** Please fill in the following Project Cost Breakdown spreadsheet form. You may use this form or your own form, but it must include this information, at a minimum.

Design Work	Schematic Design Phase	\$ _____
	Design Development Phase	\$ _____
	Construction Documents Phase	\$ _____
	DSA Stamped Approval	\$ _____
	Preconstruction Services (Note: This is not a separate phase of Services, but represents the costs for the preconstruction services included in the Design Phase Services)	\$ _____
Direct Cost of Construction		
Direct Cost of Construction	Mobilization & Layout	\$ _____
	Subcontractor-Performed Work Labor Costs	\$ _____
	Self-Performed Work Labor Costs	\$ _____
	Material Costs	\$ _____
	Equipment Costs	\$ _____
	Other _____	\$ _____
Closeout		
Closeout	Punch List	\$ _____
	District Closeout	\$ _____
	DSA Certification	\$ _____
Contingency		
Contingency	Contingency	\$ _____
TOTAL		
TOTAL		\$ _____

3.4.3.5. **General Conditions.** Please refer to Exhibit C of the Contract for an itemized list of general conditions. Provide a fixed amount for the general conditions for the Project, broken down by line-item in a form substantially similar to the Project Cost Breakdown covering at a minimum the items included in Exhibit C to the Contract. Identify any additional items that are included in DBE’s general conditions. **DBEs must include all components of their general conditions.**

3.4.3.6. **DBE’s Supervision (Overhead).** Identify DBE’s costs for project management and site supervision, and broken down by line-items in a form substantially similar to the Project Cost Breakdown, outline DBE’s committed on-site

supervisor, project engineer, project architect, and project manager time and any other resources anticipated to be provided through delivery of the Project.

3.5. **Preconstruction Services / Subcontractor Procurement & GMP Negotiations.**

3.5.1. While there is no “Preconstruction Phase” of the Project, the selected DBE will be required to perform various preconstruction services (e.g., cost estimation, constructability reviews, and value engineering, etc.) as a component of the Design Phase Services as set forth in Exhibit A of the Contract. Describe the DBE’s approach to preconstruction services, including providing an example of a constructability analysis log/form from a previous collaborative public procurement project and a summary of the approach used to develop this example. In the description, specifically describe the types and number of documents produced, the types of meetings held, and any jurisdictional approvals needed for the project.

3.5.2. During the Construction Documents 100% Phase Services, the DBE shall procure subcontractors and finalize a proposed GMP as set forth in the “Subcontractor Procurement / GMP Negotiations” section in Exhibit A to the Contract prior to commencing construction of the Project (“**Final Pricing Negotiations**”). Describe the DBE’s process for approaching Final Pricing Negotiations and its process to provide transparent pricing to the District. Indicate DBE’s agreement to fully comply with the “Subcontractor Procurement / GMP Negotiations” section in Exhibit A to the Contract and the Subcontractor Procurement Process in Exhibit F. **The District expects that DBE shall bear its own costs during Final Pricing Negotiations. If the DBE intends to seek compensation for its costs for Final Pricing Negotiations, please clearly identify in detail what DBE’s proposed costs are.**

3.6. **Life Cycle / Cost Analysis.**

3.6.1. Describe the DBE’s capacity and intention to integrate and develop life cycle costs of products, equipment, and components of 15 years, 20 years and 25 years. Provide examples from other projects if possible.

3.7. **Design & Construction Schedule.** Please provide a preliminary design and construction schedule for the Project, showing proposed progress from Notice to Proceed for Design Phase Services, and Notice to Proceed for the start of construction. Include phases of design and construction through closeout, including significant milestones such as (to the extent applicable): schematic design, design development, 90% construction document, construction mobilization, DSA review and approval, landscaping and site construction and all other tasks necessary to complete the Project. Show on the schedule the “progressive cost breakdown submittals”. Show adequate time for the District to review submittals at all intervals.

3.8. **Cost Savings / Value Engineering.** Please provide any information regarding maintaining or reducing the established budget. The District is seeking “value engineering” and analyses of the Project’s plans, components, systems, and features to find more efficiency, cost-savings, or other value to the District.

4. **District’s Evaluation.** The DBE will be selected based on the “best value” as determined by the District through this RFQ/P. Best value is defined as “value determined by objective criteria and may include, but need not be limited to, price, features, functions, life-cycle costs, and other criteria deemed appropriate by the school district.” (Ed. Code § 17250.15.)

4.1. **Scoring.** The following table indicates how the District will score steps 1 – 3. The scoring and

criteria for all steps are included in **Attachment 4** to this RFQ/P. Only DBEs that receive the minimum qualification points as required at each step will move to the next step.

STEP 1: Scoring of SOQ	Minimum qualification points required in STEP 1 for DBEs to proceed to STEP 2: <u>350</u> Total maximum possible points at the end of STEP 2: 460
ONLY DBES THAT HAVE RECEIVED THE MINIMUM QUALIFICATION POINTS IN STEP 1 WILL BE SHORTLISTED WITH THE DISTRICT. THE DISTRICT WILL ONLY ACCEPT PROPOSALS FROM SHORTLISTED DBES.	
STEP 2: Evaluation of Proposals	Total maximum possible points for the Proposal: 325
STEP 3: Scoring of Interviews / Presentations	The District, at its discretion, may elect to forego conducting interviews. If the District conducts interviews, the total maximum possible points are 360.

SELECTION OF SUCCESSFUL DBE
The District shall award the Contract for the Project to the DBE that it determines provides the best value to the District. <ul style="list-style-type: none"> • If the District conducts interviews, the best value points after STEP 3 shall determine the successful DBE for the Project. • If the District does <u>not</u> conduct interviews, the best value points after STEP 2 shall determine the successful DBE for the Project.

- 4.2. In STEP 1, the District will review and evaluate all SOQs received from those DBEs.
- 4.3. SOQs will be opened privately to assure confidentiality and avoid disclosure of the contents to competing DBEs prior to and during the review, evaluation, and negotiation processes. However, to the extent that SOQs are public records under California law, the SOQs (other than the Financial Statements) may be released to the public if requested by members of the public.
- 4.4. **Only DBEs that have received the minimum qualifications points at STEP 1 are permitted to submit Proposals.**
- 4.5. In STEP 2, for all DBEs that have satisfied the minimum qualifications points in STEP 1, the District will review and evaluate all Proposals received from those DBEs.
- 4.6. Proposals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing DBEs prior to and during the review, evaluation, and negotiation processes. However, to the extent that Proposals are public records under California law, the Proposals may be released to the public if requested by members of the public.

- 4.7. **Notification.** The District will notify DBEs of their status after STEPS 1 through 2. DBEs that do not receive the required minimum qualification points to move to a next step, may request in writing a debriefing, which will be restricted to no more than two (2) persons from the DBE to have a discussion with the District staff regarding that DBE's Response. All debriefings will take place at the District's sole convenience.
- 4.8. **Negotiations with DBE.** District staff may choose to begin negotiations with the DBE that District staff, in its sole opinion and discretion, thinks offers the best value to the District and may commence negotiations of Services with that DBE.
- 4.8.1. If the District is unable to successfully negotiate a satisfactory agreement with terms and conditions the District deems to be fair and reasonable, the District may then commence negotiations with the DBE that it thinks offers the next best value, in sequence, until an agreement is reached, or determination is made to reject all Proposals.
- 4.8.2. If a commitment is made, it will be to the most qualified respondent with whom the District is able to successfully negotiate the terms and conditions.
- 4.8.3. During these negotiations, the District reserves the right to ask clarifications regarding DBE's Responses, and seek best and final offers regarding any item in a Response.
- 4.9. **Interviews (OPTIONAL, AT DISTRICT'S DISCRETION).** After the Proposals are scored, the District, at its sole discretion, may elect to interview one or some of the DBEs, based on each DBE's score. Adequate time will be allowed for presentation of qualifications followed by questions and answers. The District anticipates scheduling interviews in the week identified in the RFQ/P Schedule. DBE's key proposed personnel will be required to attend the presentation portion of the selection process, including the Project Manager, Design Phase Services Manager, Design Architect, Project Design Architect, Mechanical, Electrical, Structural, and Civil engineers, to the extent applicable.
- 4.10. **Board Approval.** Final selection of a DBE shall be at the sole discretion of the District's Board after recommendation from District staff.

5. Terms and Conditions.

- 5.1. The District reserves the right to reject any and all Responses, or component thereof, and to amend this RFQ/P, as necessary. All materials submitted to the District in response to this RFQ/P shall remain property of the District.
- 5.2. The District reserves the right to contract with any DBE responding to this RFQ/P, to reject any Response as non-responsive, and not to contract with any DBE for the Project. 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 any Response or participating in the RFQ/P process.
- 5.3. **Public Records.** All Responses to this RFQ/P will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in a Response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the

Court. A DBE that indiscriminately identifies all or most of its Response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a Response marked "Confidential," "Proprietary," or "Trade Secret," the DBE agrees, by submission of its Response, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

Attachment 1

PROJECT DESCRIPTION & PROJECT SITES

District Sites Included in Project Scope:

Site Name	Address
George Hall Elementary School	130 San Miguel Way, San Mateo, CA 94403
Brewer Island Elementary School	1151 Polynesia Drive, Foster City, CA 94404
Bayside Middle School	2025 Kehoe Avenue, San Mateo, CA 94403
Audubon Elementary School	841 Gull Avenue, Foster City, CA 94404
Fiesta Gardens Elementary School	1001 Bermuda Drive, San Mateo, CA 94403

Scope of Work: This Project generally consists of the design, build, and construction of synthetic turf improvements to replace current grass fields at the above stated sites. DBEs shall perform the following Services:

- Design Services, including (1) Project Program, (2) Schematic Design, (3) Design Development, (4) Construction Documents – 50%, and (5) Construction Documents – 100%.
- Subcontractor Procurement / GMP Negotiations
- Construction Services

DBE's OBLIGATIONS IN CONNECTION WITH THE ABOVE-REFERENCED SERVICES ARE OUTLINED IN THE CONTRACT ATTACHED HERETO AS ATTACHMENT 3. DBES ARE EXPECTED TO PERFORM THE SERVICES AS SET FORTH IN THE CONTRACT. DBES SHOULD REVIEW THE CONTRACT TO DETERMINE SPECIFIC DESIGN, SUBCONTRACTOR PROCUREMENT / GMP NEGOTIATIONS, AND CONSTRUCTION SERVICES FOR THE PROJECT.

Project Budget: The District's estimated Project Budget is between **\$7,300,000.00** and **\$9,300,000.00**.

Anticipated Project Schedule: The expected Agency Approval/Permit required date is **June 2022**; and the expected construction Completion date **December 2022**.

Preliminary Schedule:

Milestone	Date
Notice to Proceed for Design Phase Services	3/24/2022
Project Registration with DSA	3/28/2022
50% Construction Documents	4/14/2022
100% Construction Document / DSA Submittal	5/6/2022
DSA Approval	6/3/2022
Notice to Proceed for Construction Phase Services	6/6/2022
Completion(earthwork, concrete , security fencing)	8/15/2022
Substantial Completion	10/15/2022
Closeout	11/15/2022
DSA Certification	12/15/2022

***may be revised in the District's sole discretion.**

Site Plan / As-Builts. Site plans / As-builts for the Sites are upon request.

Attachment 2

PROJECT DESIGN SPECIFICATIONS & CRITERIA

Project design specifications and criteria are as set forth below and in the attached set of architect bridging documents.

DISTRICT TO IDENTIFY AND ATTACH ANY OTHER RELEVANT INFORMATION TO THIS ATTACHMENT 2, INCLUDING ANY OTHER DESIGN DOCUMENTS / SPECIFICATIONS FOR THE PROJECT PREPARED TO DATE INCLUDING:

- PERFORMANCE SPECIFICATIONS FOR EQUIPMENT
- SOLE SOURCED ITEMS
- PRELIMINARY PLANS
- WORKMANSHIP REQUIREMENTS
- PROPOSED LAYOUTS
- AND ANY OTHER INFORMATION NECESSARY TO ADEQUATELY DESCRIBE THE DISTRICT'S NEEDS

Attachment 3

FORM OF DESIGN-BUILD CONTRACT

Attachment 4

BEST VALUE SCORING

Scoring for STEP 1:

Item	Maximum Qualification Points	DBE's Qualification Points
1. Proposed Personnel/DBE Team	30	
2. Insurance	15	
3. DBE's Approach to Work	20	
4. Professional Development	15	
5. Schedule	20	
6. DBE's Approach to Developing GMP	20	
7. Subcontractor Procurement	20	
8. Construction Charges/Design Rates	50	
9. DBE's Current Work Commitments	20	
10. Conflicts of Interest	20	
11. Past K-12 DB Experience and Qualifications	80	
12. Skilled and Trained Workforce	15	
13. Safety Plan and Safety Record	15	
14. Commitment to Project Budget	15	
15. Comments to Contract	50	
16. Financial Statement	25	
17. Letters of Reference	15	
18. Additional Information	15	
TOTAL POINTS	460	

Scoring for STEP 2:

Item	Maximum Qualification Points	DBE's Qualification Points
1. Project Criteria / Project Enhancements	50	
2. Proposed Equipment	25	
3. Pricing	100	
4. Preconstruction Services / Subcontractor Procurement & GMP Negotiations	50	
5. Life Cycle / Cost Analysis	25	
6. Design and Construction Schedule	50	
7. Cost Savings / Value Engineering	25	
TOTAL POINTS	325	

Scoring for STEP 3:

Item	Maximum Qualification Points	DBE's Qualification Points
1. Past Projects/Experience	50	
2. Approach to Design / Coordination with District	40	
3. Personnel/Leadership	50	
4. Overall Ability and General Suitability	40	
5. Schedule	40	
6. Ability to Perform Preconstruction Services, Procure Subcontractors, and Prepare Final GMP	50	
7. Budget and Change Orders	50	
8. Additional Services	40	
TOTAL POINTS	360	