

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ) #26-003
COST ESTIMATING SERVICES FOR DISTRICT POOL**

NOTICE IS HEREBY GIVEN that South San Francisco Unified School District ("District") is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide professional public sector **Cost Estimating Services** for selected projects under District's Measure T Bond Program and District's Facilities Department. The District intends to create a pool of qualified **Cost Estimating Consultants**.

Respondents to the RFQ should email one (1) electronic copy of their Submittal, labeled "RFQ#26-003 **Cost Estimating Services Submittal**," to:

Calvin Wong, Bond Project Manager, clwong@ssfusd.org and Gina DeMartini, Sr. Administrative Assistant, gdemartini@ssfusd.org.

ALL RESPONSES ARE DUE BY 2:00 P.M. ON THURSDAY, FEBRUARY 12, 2026. Oral, telegraphic, facsimile, and/or telephone, submittals will not be accepted. Submittals received after this date and time will not be accepted.

Questions regarding the RFQ may be directed in writing to **Paul Anderson at pjanderson@kitchell.com and Calvin Wong at clwong@ssfusd.org** and must be submitted in writing on or by **4:00 P.M. FRIDAY, JANUARY 30, 2026**.

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

The RFQ documents will be available on JANUARY 20, 2026, at the following link: <http://www.ssfusd.org/apps/pages/construction>, under the Measure T Bond Projects.

It is the responsibility of the respondent to check the district's construction website regularly for updates and addenda related to the RFQ.

I. RFQ RESPONSE SCHEDULE

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

DATE/TIME	EVENT
January 20, 2026	Release of RFQ.
January 20, 2026	First Advertisement of RFQ in local newspaper.
January 26, 2026	Second Advertisement of RFQ in local newspaper.
January 30, 2026, at 4:00 P.M.	Deadline to receive written questions from Respondents.
February 05, 2026 at 4:00 P.M.	Deadline for District to issue Addenda to answer questions / clarifications.
February 12, 2026, at 2:00 P.M.	Deadline for Submittals in response to RFQ.
Anticipated by March 2, 2026	Notice to selected Respondent(s) for inclusion in pool

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

II. BACKGROUND

South San Francisco Unified School District ("District") is located in San Mateo County and services approximately 8,485 K-12 students. District's mission is to graduate responsible, productive, and environmentally aware citizens who have the academic and social skills necessary to contribute to a changing global society. We pride ourselves on our quality instructional program defined by a challenging and creative curriculum that serves our diverse population.

District is seeking experienced and proven firms to provide **Cost Estimating Services** for selected projects under District's \$436 million Measure T Bond Program and the District's Facilities Department. This RFQ explains the services sought and generally outlines the requirements.

The District invites firms to submit qualifications in response to this RFQ to be included in a pool for a period of Five years.

III. SCOPE OF SERVICES

1. Scope of services required of Respondents seeking to be included in the District's **Cost Estimating Services** Pool:

The District seeks the services of qualified firms to provide **Cost Estimating Services** for various projects on an as-needed basis.

The general scope of services will include, but not be limited to the following:

Cost Estimating:

- Provide independent validation of the Architect/Engineer's estimates and provide a side- by-side comparison for District review.
- Develop detailed costs estimates from plans and specifications (at preliminary and detailed design stages) for individual projects.
- Prediction of escalation and cost trends, including those related to material/labor availability and market conditions, which will influence the quality and number of bids received.
- Analysis of bids received from deviation from submitted estimates.
- Perform independent validation of select construction change orders and provide a side- by-side comparison for District review.
- Develop conceptual/budget level estimates for projects being vetted by the District for incorporation into its overall Facilities Master Plan, District scheduled maintenance projects, and other projects being considered.
- Other activities necessary for the development of accurate and timely design and construction cost estimates.
- Review, analyze, and provide District position statements for any delays, claims, and requests for time extension. Explain and answer questions regarding generated review letters and analysis.
- Provide subject matter expert presentations and help facilitate negotiations with the contractor for claims and disputes.

IV. FORM OF AGREEMENT

Respondent must be capable of executing and performing in accordance with District's form of Independent Consultant Agreement for **Cost Estimating Services** ("Agreement"), which is distributed with this RFQ as **Attachment A** and incorporated herein by this reference.

Any proposed changes to the form of Agreement must be identified in Respondent's Submittal; undisclosed change requests may not be entertained.

V. QUALIFIED POOL AND RECERTIFICATION

District may use this RFQ to maintain a pool of qualified Respondents for future consideration. Requests for recertification may be sent in District's sole discretion. Respondents who do not timely satisfy recertification requirements may be deleted from the prequalified pool, at sole discretion of District. Additional firms may be added to the pool, at District's sole discretion.

VI. LIMITATIONS

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

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

Submittals and any other supporting materials submitted to District in response to this RFQ will not be returned and will become the property of District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind District to protect the designated matter from disclosure.

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Submittals shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act until after either: (1) District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) District has rejected all Submittals. Furthermore, District will have no liability to Respondent or other party as a result of any public disclosure of any Submittal.

VII. FULL OPPORTUNITY

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran 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.

VIII. 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 District, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of Respondent. Relationship to Outside Governmental Agencies

Depending upon the scope of work, Respondent may be required to assist District in working with various outside governmental agencies, including but not limited to, the following as applicable: City or County Planning Commissions and Departments, the Department of Toxic Substance Control ("DTSC"), the regional air quality control district, and the State and regional water quality control boards, the State Department of Education, the Division of the State Architect, the State Allocation Board, and the Office of Public School Construction. Respondent shall discuss its relevant experience with these agencies. Respondent shall discuss its relevant experience with these agencies.

IX. SUBMITTAL REQUIREMENTS

A. Format

Respondents to this RFQ must comply with the following format requirements. Material must be in 8-1/2 x 11-inch format with font Arial and no less than 11-point font size. Submittals shall be submitted via email, as a digitally bookmarked or indexed, pdf bundle, with boldface headers below; e.g., the first bookmark would be

entitled "Cover Letter," the second bookmark would be entitled "Business Information," etc. Submittals shall be no more than twenty (20) single-sided pages or ten (10) double-sided pages in length. This page limitation excludes front/back covers, and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

B. Content

1. Cover Letter

Provide a letter of introduction signed by an authorized officer of Respondent. If Respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.

Include in the cover letter all of the following:

- Brief description of why Respondent is well suited for, and can meet, District's needs.
- Identification of individual(s) who are authorized to speak for Respondent during the evaluation process.
- One (1) of the follow statements:

*"[INSERT RESPONDENT'S NAME] received a copy of District's form of Independent Consultant Agreement for **Cost Estimating Services** ("Agreement") attached as Attachment A to the RFQ. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement."*

OR

*"[INSERT RESPONDENT'S NAME] received a copy of District's form of Independent Consultant Agreement for **Cost Estimating Services** ("Agreement") attached as Attachment A to the RFQ. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including, without limitation, the indemnity provisions and insurance provisions. If given the opportunity to contract with District, [INSERT RESPONDENT'S NAME] has objections to the use of the Agreement, all of which are identified in the Appendix to this Submittal."*

A copy of District's form of Agreement is attached to this RFQ as **Attachment A**. To the extent Respondent has any objections to the form Agreement, Respondent must state the objection, and must provide a reasonable description of its requested change in response to the objection. **District will not entertain unidentified objections or vaguely described objections during any contract negotiation.** Objections may be attached as an Appendix to Respondent's response and will not count toward the page limit.

- Certification that no official or employee of District, nor any business entity in which an official of District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to District.
- Certification that no official or employee of Respondent has ever been convicted of an ethics violation.
- Evidence that Respondent is legally permitted to conduct business in the State of California and properly licensed (as applicable) for the scope of services.
- Above the signature(s) the following language: *"By virtue of submission, [INSERT RESPONDENT'S NAME] declares that all information provided in the Submittal is true and correct."*
- **In cover letter, identify and acknowledge addenda issued. Provide confirmation in your cover letter that Respondent is aware of any and all addenda issued to the RFQ.**

2. Business Information

- Company name.
- Address.
- Telephone.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number (if applicable).
- Type of organization (e.g., corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of Respondent, including number of years Respondent has been in business and date established under this name.
- Number of employees.
- Location of office where the bulk of services solicited will be performed.
- State of California certification of Small Business or Disabled Veteran Business Enterprise status, if any.
- How subconsultants are generally used by your firm and to what extent work is performed in-house versus by subconsultant(s).

3. Relevant Qualifications

All Respondents are required to answer in narrative form the following requested information:

- Provide a statement demonstrating your firm'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 goals.
- Describe your firm's approach to **Cost Estimating Services**.
- Describe your firm's approach to quality control and quality assurance procedures, including coordination of related disciplines.
- Describe the approach to compliance with Federal/State/Local applicable code requirements.
- Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a school district.
- Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

4. Relevant Project Experience

Provide information about prior **Cost Estimating Services** furnished by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects, and list the following for each project:

- District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
- Project name, location, and description.
- Description of the services provided by your firm.
- Project delivery method utilized.
- Briefly state relevance of the project for consideration in this RFQ.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Key individuals of the firm involved and their roles in the project.
- Any subconsultants that worked with the firm.
- Discuss any claims, demands, and/or litigation relating to **Cost Estimating Services** for the project, and resolution of the same.

5. Proposed Project Team

Identify key team members, including subconsultants, and state their qualifications relevant to the scope of services and anticipated role in delivering the services. List dates of employment by your firm whether employed as an employee, independent contractor, subconsultant, or otherwise, and office addresses for each of the identified personnel. Describe for each his/her/their experience with public school construction projects, including identifying the projects for the past five (5) years.

If subconsultants are to provide any work, include a statement as to how this shall be organized, including identified roles and qualifications of subconsultants, if any. Respondent will be required to demonstrate long term

relationships with any subconsultants.

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

6. Fee Schedule

Based on the anticipated scope of services, provide detailed fee information that will enable District to evaluate Respondent's pricing and, if selected, facilitate a fee negotiation. At a minimum, include proposed:

- Hourly billing rates by position,
- Staffing plan and/or organizational chart
- Reimbursable schedule.

7. Litigation History

Provide a comprehensive five (5)-year summary of Respondent's litigation history (including arbitration and mediation) with any clients (current or previous). This includes current/ongoing matters. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A Submittal failing to provide the requested information on litigation history, will be considered non-responsive.

8. Appendix

Shall include:

- Executed Non-Collusion Declaration (**Attachment B**)
- Executed Addendum(a) Acknowledgement Form (**Attachment C**)
- Certificate(s) of Insurance identifying Respondent's current insurance coverages.

May include:

- Key team member resumes.
- Identification and explanation of any and all objections to the form of Agreement.

X. SELECTION PROCESS

A. Selection Criteria

Each Submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. District retains sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified. District may elect to conduct interviews with some or all of Respondents. There are 100 Maximum points achievable in the selection criteria below. The criteria for evaluating Respondents may include, without limitation, the following:

- 1.** Introductory Cover letter & acceptance of Form of Agreement, and overall responsiveness of the Submittal (10 points)

2. Experience Consulting for Similar Services and Relevant Qualifications (25 points);
3. Proposed Project Team, and results of proposed personnel (25 points)
4. Litigation History (5 points)
5. References from Clients (5 points);
6. Value of Services under Fee Proposal , Hourly Billing Rates, and Costs for Services (30 points)

District will identify Respondent(s) that can provide the greatest overall benefit to District based on best qualifications and scoring on the above criteria; and may also identify Respondent(s) for inclusion in a qualified **Cost Estimating Services** pool for consideration for future contracts.

Items 1-6 above will be used by the District for the purposes of evaluating respondents to be included in a pool of qualified firms for consideration on future projects. (Maximum 70 points)

B. District Investigations

District may perform investigations of Respondents that extend beyond contacting the references identified in the Submittal. District may request a Respondent submit additional information pertinent to the review process. District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

C. Interviews

District, at its sole discretion, may elect to interview one or more Respondents. If a Respondent is requested to come for an interview, the key proposed staff will be expected to attend the interview. **Any proposed changes to the form of Agreement attached hereto as Attachment A shall be provided with the Submittal and may be the subject of inquiry at the interview.**

D. Final Determination and Award

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

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

End of Document

ATTACHMENT A

Form(s) of Agreement

Attached separately at the following link:
<https://www.ssfusd.org/apps/pages/construction>, under
RFQ #26-003 Cost Estimating Services as "Attachment A – Form of Agreement"

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ATTACHMENT B

NON-COLLUSION DECLARATION

(Public Contract Code Section 7106)

The undersigned declares:

I am the _____ of _____, the party making the foregoing
[Title] [Name of Firm]
bid/proposal.

The bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid/proposal is genuine and not collusive or sham. The bidder/proposer has not directly or indirectly induced or solicited any other bidder/proposer to put in a false or sham bid/proposal. The bidder/proposer has not directly or indirectly colluded, conspired, connived, or agreed with any bidder/proposer or anyone else to put in a sham bid/proposal, or to refrain from bidding/proposing. The bidder/proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid/proposal price of the bidder/proposer or any other bidder/proposer, or to fix any overhead, profit, or cost element of the bid/proposal price, or of that of any other bidder/proposer. All statements contained in the bid/proposal are true. The bidder/proposer has not, directly or indirectly, submitted its bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, depository, or to any member or agent thereof, to effectuate a collusive or sham bid/proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder/proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder/proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____,
[Date]

at _____,
[City] [State]

Proper Name of Respondent: _____

Signature: _____

Print Name: _____

Title: _____

END OF DOCUMENT

ATTACHMENT C

ADDENDUM(A) ACKNOWLEDGEMENT FORM

As required in the **REQUEST FOR QUALIFICATIONS AND PROPOSALS RFQ #26-003 Cost Estimating Services**, Respondent's must submit this acknowledgement form with their SOQ. One acknowledgement form per SOQ, listing all addenda. Respondents are responsible for ensuring that they receive any addendum(a) to the RFQ and for acknowledging the receipt of any addendum(a) in Respondent's SOQ. If a Respondent fails to acknowledge any addendum(a) in its SOQ, the Respondent's SOQ may be rejected in the District's sole discretion.

Addendum Acknowledgement Form:

Acknowledge receipt of the addenda in the space provided on the addenda acknowledgement form. Respondent's must include the signed form with their SOQ. Failure to do so may subject Respondent's to disqualification. Please identify the addenda issued below:

Addenda No. _____	Date: _____	Signature: _____
Addenda No. _____	Date: _____	Signature: _____
Addenda No. _____	Date: _____	Signature: _____
Addenda No. _____	Date: _____	Signature: _____
Addenda No. _____	Date: _____	Signature: _____
Addenda No. _____	Date: _____	Signature: _____

Certification:

Date:	_____
Company Name	_____
Respondent's Name:	_____
Signature:	_____
Date:	_____

Please review, sign, and return this complete addendum acknowledgement with your SOQ.

END OF SECTION & RFQ