

# **ST. HOPE Public Schools PS7 Elementary School Project**

## **REQUEST FOR QUALIFICATIONS GEOTECHNICAL ENGINEERING SERVICES**

**April 2, 2019**

### **ANNOUNCEMENT REQUEST FOR QUALIFICATIONS NOTICE**

St Hope Public Schools is seeking Request for Qualifications (RFQ's) for Geotechnical Engineering Services. Proposals must be submitted ST. Hope Public Schools at 2315 34<sup>th</sup> Street, Sacramento, California 95817, no later than: April 16, 2019 no later than 2:00 p.m. (PST)

This request for qualifications seeks Geotech Firms with the following types of experience;

- Preparing geologic hazard report as required by DSA IR A-4.13 2013R 2016 CBC "Geologic Hazard Report Requirements", a geotechnical investigation, and seismic studies.
- Construction oversight services including but not limited to reviews of contractor submittals for compliance with design intent, observation of soil placement and compaction and experience in DSA and CGS requirements and regulations.
- Proven experience with multi-level school site surveys
- Training and certification related of Hazardous Materials such as naturally occurring asbestos material and other Geo Hazards that you may encounter on the site.

Request for Qualification information packages will be available on April 2, 2019 on the St. Hope Public Schools Website: [sthope.org/request-proposals](http://sthope.org/request-proposals)

I. INTRODUCTION TO RFQ SUBMITTAL PROCESS St Hope Public Schools is seeking Statements of Qualifications (RFQ) from qualified Geotechnical Engineering Firm to provide consulting for the PS7 Elementary School project.

LENGTH OF RFQ: 14 pages, excluding billing schedule, resumes, claim information, and references.

Five (5) bound copies of the RFQ should be submitted in 8-1/2" x 11" format with any supporting materials or documentation (photos are not required) in a sealed envelope and hand delivered to:

St. HOPE Public Schools c/o Ton Saeliew 2315 34<sup>th</sup> Street, Sacramento, California 95817  
RFQ inquiries: send to [tsaeliew@sthopepublicschools.org](mailto:tsaeliew@sthopepublicschools.org) or Call Ben Rodriguez at 310 463 5939

All participating Firms must have an existing primary working business location within a 50-mile radius of the city limits of Sacramento, CA under the name of the submitting firm for a minimum two years from the date of submission.

All RFQs are due no later than 2:00 p.m. PST on April 16, 2019

***Late submittals will not be considered.***

1. Methodology of Contracting for Geotechnical Engineering Services and Basis of Fees will be negotiated and agreed to by St. Hope Public Schools. Contract will be awarded to selected geotechnical firm. Submitting a RFQ does not commit St. Hope Public Schools to contracting with any given consultant or guarantee work will be assigned.

Fees shall be generally based on the firm's standard billing rate as submitted in the proposal and shall be negotiated with St. Hope Public Schools as a fixed fee for the determined geotechnical scope of work for the PS7 Elementary School Project.

## 2. Insurance Requirements

Each Firm awarded a contract will be required to maintain, in full force and effect and at its own expense, the following insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your RFQ submittal.

The following insurance policies are required in order for your firm qualify for participation with the St. Hope Public Schools PS7 Elementary projects:

- Worker's Compensation Insurance (\$1 million-Statutory limits)
- Commercial General Liability Insurance (\$3million per occurrence)
- Automobile insurance (\$1 million pre occurrence )
- Professional Liability Insurance (\$2 million).
- Pollution Legal Liability (\$2 million)
- Employer's Liability (\$2 Million)

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for three (3) years beyond the date of the individual project completion.

Prior to issuance of a Notice to Proceed, the selected firm must provide the St. Hope Public Schools and Sacramento City Unified School District with original “wet signature” (3 original copies) certificate(s) of insurance that includes the following:

A. The St. HOPE Public Schools, their Trustees, Officers, employees and agents, and the Sacramento City Unified School District, its Board of Trustees, the members of its Board of Trustees, officers, employees and agents shall be named as additional insured parties on the policies. Endorsements must be submitted with the certificate(s);

B. Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide written notice to the certificate holder a minimum of 30 days prior to said cancellation.

### 3. Description of Projects and Scope of Work

State Bond funding has been provided for the PS7 Elementary School building construction and site improvements project. Site evaluation and design work will commence in April 2017 and St. Hope Public Schools anticipates completion of the project within three (3) years.

The PS7 Elementary school site is located at 5201 Strawberry Lane, Sacramento, California 95820 following critique will be examined:

- Reports must be prepared and signed by a California registered geotechnical engineer in consultation with a California certified engineering geologist. Provide copies of California certificates with the RFQ.
- The scope of the contract will be specific for the site and project. The project may include existing building demolition, new buildings construction, possible building renovations, building additions, seismic upgrades, utility upgrades and site work, etc.
- Services may include, preparing a geologic hazard report as required by DSA IR A-4.13 2013 & 2016 CBC revision 10-7-2016 “Geologic Hazard Report Requirements”, a geotechnical investigation, and assist in the seismic studies.
- Geological hazards such as natural occurring asbestos formation, please identify if your company has the training and certification related of hazardous material handling.
- Services will also include construction oversight services including but not limited to reviews of contractor’s submittals for compliance with the design intent, observation of soil placement, and compaction. The Geotech Firm will be providing the necessary evaluation required by DSA and DSA form 293 as required by DSA IR 17-7 soils and Foundation Testing. A DSA/LEA number registered to the local office will be required for use to fulfill the requirement of DSA form 293. There will be no exception to this requirement.

Each Firm that provides drilling, boring or other services requiring excavation will submit a project specific safety plan. This should include both measures to protect workers and the public as well as the school children and staff. The plan shall include analysis of any special site conditions or hazards as well as methods of mitigating risks to an acceptable level.

Deliverables for each project will include (5) copies of the soils report and (5) copies of the Geologic Hazard reports as well as electronic versions of each in PDF format.

## II. St. Hope Public Schools PROCESS FOR CONSULTANT SELECTION

All RFQ's will be scored through a preliminary screening process that will include Part III below and the option of contacting references via telephone. Those Firms who qualify through the preliminary screening process may be invited to participate in the final screening process, which may include an oral interview.

St. Hope Public Schools will accept written questions and comments from prospective consultants up to April 10, 2019.

St. Hope Public Schools reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any RFQ as non-responsive, and not to contract with any firm for the services described herein. St. Hope Public Schools makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. St. Hope Public Schools shall in no event be responsible for the cost of preparing any response to this RFQ.

Responses to this RFQ will become the property of the St. Hope Public Schools and is subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in each 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. St. Hope Public Schools 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 firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event St. Hope Public Schools 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 firm agrees, by submission of its response for St. Hope Public Schools consideration, to defend and indemnify St. Hope Public Schools from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA Please provide the following information in the order given below. Responses to the RFQ will be carefully evaluated for completeness and ability to perform the work indicated based on the information provided in the following categories:

1. Introductory/Cover Letter (1 page - 0 points) Please provide information regarding the size of your firm, and include any sub-consultants or subcontractors that you intend to include in your project team.
2. Professional Qualifications, Experience and Project Approach (12 page - 20 points possible)
  - a) The full name and address of the Firm. Confirm that the office is within 50 miles of St. HOPE Public Schools c/o Ton Saeliew 2315 34<sup>th</sup> Street, Sacramento, California 95817, and the number of years at this location.
  - b) Name, email and direct phone number and cellphone number of a designated contact person & engineer of record.
  - c) A brief description of the Firm. Include a description of typical services to clients of the Firm.
  - d) Describe the Firm's professional qualifications and experience, including those of any subconsultants, in order to clearly demonstrate your ability to successfully furnish the geotechnical engineering services described in this Request for Qualifications.
  - e) Provide the names and brief resumes of the principal-in-charge, the assigned project manager and/or other key staff members who will comprise the core of your Firm's project team. Identify the number of licensed geologists and geotechnical engineers on your staff. Also, provide brief resumes for any identified sub-consultants. Provide a narrative discussing your approach to staffing, subconsultant management and delivering timely and quality service on two or more assignments running concurrently.
3. Discuss your Firm's understanding of geotechnical services required for this project and provide an outline or description that clearly demonstrates:
4. Your project team's approach to completing the necessary field work, lab work, and design tasks in order to meet a project's Scope of Work requirements on schedule. Discuss your understanding of and approach to addressing DSA and CGS requirements.
5. List of representative projects (minimum of 3 projects, if less please note) undertaken in the last five years demonstrating school experience. Include project title, description of services provided, project duration, owner contacts and telephone numbers. Please discuss the DSA and CGS interactions (reports, special studies, etc.) St. Hope Public Schools may or may not contact those listed on the reference list.
6. Please briefly discuss the Firm's safety program covering field activities. Please provide the Firm's Workman's Compensation Experience Modification Rate. List any Cal OSHA citations received with in the last three years.
7. Your approach to quality assurance and your process for quality control.
8. DVBE Goals (1 page -0 points)
  - a) Describe how your firm/group will encourage DVBE participation in these projects.
9. Firm's Billing Rate Schedule and name of insurance carrier (1 page - 10 points possible)

a) Submit your team's billing rates for the staff presented. Include key staff members who will comprise the core of your project team and please provide the name of your insurance carrier.

10. Claims Statement (1 page - 10 points possible)

a) Provide statement of all claims of all claims filed against your Firm in the past three (3) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim.

#### IV. EVALUATION CRITERIA SCORING SHEET

1. Introductory Cover Letter (1 page) 0

2. Professional Qualifications, Experience and Project Approach (12 pages) 20 pts)

The full name and address of the Firm or team. Confirm that the office is within 50 miles of ST Hope Public Schools 2315 34<sup>th</sup> Street Sacramento, CA 95817 and the number of years at this location.

a) Name, email and direct phone number and cellphone number of a designated contact person & engineer of record.

b) A brief description of the Firm. Include a description of typical services to clients of the Firm

c) Describe the Firm's professional qualifications and experience, including those of any sub-consultants, in order to clearly demonstrate your ability to successfully furnish the geotechnical engineering services described in this Request for Qualifications.

d) Provide the names and brief resumes of the principal-in charge, the assigned project manager and/or other key staff members who will comprise the core of your firm's project team. Identify the number of licensed geologists and geotechnical engineers on your staff. Also, provide brief resumes for any identified sub-consultants. Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on two or more assignments running concurrently.

e) Discuss your Firm's understanding of geotechnical services required for this projects possible new construction, renovation and modernization, modular construction and provide an outline.

3. DVBE Goals (1 page) 0

Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in these projects.

4. Firm's Billing Rate Schedule and name of insurance carrier (1 page) 10 pts

Completed State forms for DVBE participation or describe how your firm/joint venture group will encourage DVBE participation in this project.

5. Statement of Claims (1 page) 10 pts TOTAL MAX SCORE 40 Points

Maximum possible point: 40 points