



**Oceanside Unified School District**

**RFQP 1920-006  
REQUEST FOR  
QUALIFICATIONS/ PROPOSALS**

**FOR**

**CIVIL ENGINEERING  
SERVICES  
For Modernization at  
San Luis Rey Elementary School**

**May 15, 2020  
Proposition H Bond Program Management**

OCEANSIDE UNIFIED SCHOOL DISTRICT  
PROPOSITION H BOND PROGRAM MANAGEMENT

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**SECTION 1 - GENERAL INFORMATION**

**1.1 INTRODUCTION**

- 1.1.1 The Oceanside Unified School District (OUSD) is requesting Statements of Qualifications (SOQ) and proposals for one firm to provide Civil Engineering Services for the modernization at San Luis Rey Elementary School.

Services may include, but are not limited to, some or all of the following: study, planning, schematics, preliminary design, design development, preparation of construction documents, estimating, specification writing and obtaining permits from state agencies such as the State Fire Marshall and the Division of State Architect.

Project may include, but is not limited to, civil systems renovation, roadways, survey work (topographic mapping, underground utility mapping and boundary surveys), parking lots, retaining walls, sewerage conveyance systems, water systems, and drainage systems -- including temporary and/or permanent Best Management Practice (BMP) systems for storm water quantity and quality control.

- 1.1.2 Consultants shall be selected, on the basis of written responses to this Request for Qualifications/Proposals (RFQP) and an interview. Term of this agreement will be 1 year with potential for four (4) 1-year extensions, not to exceed a total of five years.

- 1.1.3 Under this RFQP the awarded contract is known as an "Agreement".

OUSD and Consultant agree that no specific quantity of work is guaranteed to be provided to Consultant under the terms and conditions of this Agreement.

- 1.1.4 Consultant shall provide all services required by, and in accordance with, the Agreement and such other necessary and incidental services that are required to provide professional services for the project(s).

**1.2 TYPE OF PROFESSIONAL SERVICES**

- 1.2.1 The consultants must demonstrate the ability to produce designs, studies, reports or other required documents and products, including plans, specifications and cost estimates. The consultants are to demonstrate a familiarity with the Division of State Architect's (DSA's) application and certification processes. The consultants must also show an understanding of OUSD's material and/or education specification standards as they relate to the project. Consultants must also coordinate with other team members (including other design professionals, such as architects) as required for a successful project. (*Refer to Section 3.1 Minimum Requirements*)

Selections will be made for the following professional service discipline:

**Civil Engineering:** Experience in site work development including, but not limited to: grading, retaining structures, roadways, parking lots, earthwork, retaining walls, utilities, traffic engineering, surveying, water systems and conveyance works, water treatment, storm drainage (including permanent BMPs for stormwater), water supply systems (including fire systems), and sewerage conveyance systems.

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**1.3 RFQP ISSUING OFFICE**

- 1.3.1 RFQP is issued by the Oceanside Unified School District, Bond Program Management. A copy of this RFQP may be obtained by downloading it from OUSD's website at <https://www.ouside.k12.ca.us>.
- 1.3.2 **All questions concerning this RFQP shall be submitted in writing** by e-mail to [pennymcgrew@maasco.com](mailto:pennymcgrew@maasco.com) on or before 2 p.m., Wednesday, May 27, 2009. Indicate the RFQ number and title in the subject line. Contact with OUSD shall be made only through e-mail; telephone calls will not be accepted. Answers to questions will be posted on the District Website.
- 1.3.3 All notices, clarifications, and addenda to this RFQ shall be posted on the OUSD website. OUSD is not responsible for sending individual notification of changes or updates. *It is the sole responsibility of the proposing Consultants to remain apprised of changes to this RFQ as shown on the district website.*

**1.4 SELECTION SCHEDULE**

**1.4.1 Schedule:**

- |                                   |            |
|-----------------------------------|------------|
| a. Issue RFQ:                     | 05/15/2020 |
| b. Deadline for questions (2 pm): | 05/27/2020 |
| c. SOQ Due Date:                  | 06/03/2020 |
| d. Interviews:                    | TBD        |
| e. Board Approval:                | 06/23/2020 |
- 1.4.2 Delivery: Sealed responses to the RFQ will be accepted no later than 2 p.m., Wednesday June 3, 2020.

Delivery  
Oceanside Unified School District  
ATTN: Bond Management Office, Penny McGrew  
2111 Mission Ave Oceanside, CA 92058

**Note:** OUSD *will not* accept postmarks or fax responses. SOQs must be received at the above address by the deadline indicated.

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1.4.3 SOQs received after the deadline shall be rejected without review and shall be returned to proposing Consultant unopened via U.S. Mail.

**1.5 REJECTION OF SOQ**

1.5.1 OUSD reserves the right to reject any or all SOQs received in response to this RFQP, to cancel this RFQ or to terminate the selection proceedings at any time, if it determines such action is in the best interest of OUSD.

**1.6 AWARDS OF AGREEMENT**

1.6.1 Awards of Agreement, if made, will be in accordance with this RFQ to responsible Consultants submitting a SOQ compliant with all the requirements of this RFQ and any addenda thereto.

(END OF SECTION)

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**SECTION 2 - SCOPE OF WORK**

**2.1 LOCATION AND DESCRIPTION OF PROJECT**

2.1.1 Project is located at San Luis Rey Elementary School, 3535 Hacienda Dr, Oceanside, CA 92054. Aside from scope items listed in Section 1.1.1, project could include survey work and as-built documentation. Typical estimated construction costs of the project are to be determined.

**2.2 PROJECTED TIMETABLE**

2.2.1 The project will be scheduled throughout the funding life of the project. Contract negotiations for additional projects will include time constraints for the specific project in question.

**2.3 DETAILED SCOPE OF WORK**

2.3.1 Document requirements for work on the project shall include, but not be limited to:

A. Drawings shall be prepared using AutoCAD 2010 or later and/or using Revit. Other programs must be capable of producing DWG and DXF documents using AutoCAD 2000 specifications. Drawings shall be done on standard drawing sheets which are 30"x 42", and an electronic original shall be provided. AutoCAD documents shall conform to general-accepted industry standards regarding AutoCAD settings (line-weights, etc.). Specifications shall follow MasterSpec formats and Reports and supplemental data shall be submitted in Microsoft Office 2007 or later. OUSD reserves the right to change these standards to meet its needs.

B. Final, original, drawings and specifications, when complete, shall be stamped and signed by responsible individuals, licensed by the State of California.

2.3.2 Original wet stamped and electronic copies of drawings and specifications shall be given to OUSD upon completion of work. Electronic copies are to include all relevant AutoCAD files as well as a "pdf" version of a complete plan-set. Electronic documents shall be submitted via common transferable media (i.e. CD-Rom).

2.3.3 Other reproducible format document types will be described in specific contracts awarded.

2.3.4 OUSD shall have ownership rights to all Project documents, including base AutoCAD files and all other design software files.

**2.4 SCOPE OF BASIC SERVICES**

2.4.1 The scope of basic services required by this RFQ shall include some or all of, but is not limited to, the following:

A. Consultant shall provide all necessary expertise and services to professionally and diligently prosecute the work authorized by the Agreement to be issued by OUSD.

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Consultant shall:

1. Contract for or employ at Consultant's expense, Sub-Consultants or personnel to the extent deemed necessary for the work. OUSD reserves the right to reject the use of any Sub-Consultant.
2. Consult, as necessary, with normal and customary employees, agencies, and/or representatives of OUSD regarding the work of each Work Order.
3. Attend meetings with OUSD, other professionals employed by OUSD and local and regional agencies, as needed, and directed by OUSD to perform the work.
4. Cooperate with other professionals employed by OUSD for other work related to a Work Order.
5. Abide by all regulations imposed by funding sources, such as auditing requirements and payroll affidavits.
6. Be responsible for the professional quality, technical accuracy and the coordination of Consultant's entire work product and provide a professional level of review of all deliverables to assure quality and technical accuracy of all documents furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or revise any errors in its documents and other services.
7. Provide a complete as-built drawing set (in AutoCAD and/or Revit format, pdf format, and hardcopy) incorporating all changes from the original drawing set. All changes are to be clouded and noted with relevant reference documentation (RFI numbers, etc.)
8. Services shall include: study, planning, schematics, preliminary design, design development, preparation of construction documents, estimating, specification writing and obtaining permits from state agencies such as the State Fire Marshall and the Division of State Architect, as well; topographic mapping that clearly provides notation of areas of concern regarding sloping, underground utility mapping and boundary surveys

- B. Provision of the Work: Work shall be provided in accordance with the Agreement resulting from this RFQ, and shall be subject to the provisions of the Agreement including any additional provisions specified with regard to schedule, key personnel, and Sub-Consultants.

## **2.5 NOTICE TO PROCEED (NTP) FOR PROJECT**

- 2.5.1 OUSD shall authorize Consultant to perform work on the project by issuing to Consultant a project specific Notice To Proceed (NTP). The NTP will identify the campus and project name, the project scope of services, the schedule for providing the services and the required deliverables.
- 2.5.2 NTP will be primarily based upon fixed fees negotiated for the project, including but not limited to, cost of travel and all incidentals necessary to complete the project scope of work. OUSD may, at its discretion, negotiate either hourly fee rates or fixed fees for the described services.
- 2.5.3 Consultant shall submit an estimated cost breakdown based upon the project scope which

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shall include all necessary hours to perform the project scope of services, all estimated hours of labor and the corresponding hourly rate, along with any other estimated additional costs for services, including but not limited to, any Sub-Consultants, research, travel time, mileage and per diem, etc.

(END OF SECTION)

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**SECTION 3 - RESPONDING TO THIS RFQ**

**3.1 MINIMUM REQUIREMENTS**

3.1.1 **Statement of Qualifications.** Consultant's Statement of Qualifications (SOQ) shall clearly and accurately demonstrate specialized knowledge and experience required for consideration. The SOQ shall not exceed 10 pages in length and 4 (four) hardcopies and 1 (one) electronic copy are to be submitted.

3.1.2 A complete SOQ shall provide the following documents:

A. Cover letter (Letter of Interest) signed by an authorized representative of Consultant and which includes Consultant's:

- Legal name
- Address (mailing & street, if different)
- Telephone number
- Fax number
- Federal tax identification number
- Name, title and email address of Consultant's contact person for this RFQ.

B. A written statement of Consultant's qualifications that is responsive to the selection criteria described in 3.2 Selection Criteria. Consultant shall include examples of successful projects within budget. Consultant shall include a listing of proposed key personnel by name. In the event that the Consultant is selected, Consultant must provide the key personnel put forth. The failure to do so may result, at OUSD's discretion, in consideration of the SOQ as non-responsive.

C. Schedule of Rates. Provide a Schedule of Rates for the principal firm (or firms if there is a joint venture or association) and Sub-Consultants. The schedule of rates shall consist of a list of project staff by title with hourly billing rates. It shall also indicate: (a) whether support services are billed as direct costs or are included in overhead; and (b) if handling charges or profit are added to other direct costs (e.g., sub-Consultants' costs, reimbursable(s)). The hourly rates shall be subject to a yearly escalation based on Consumer Price Index. One copy of the rate schedule should be submitted in a separate sealed envelopment with the SOQ's.

*THIS IS A FEE PROPOSAL.*

D. A written explanation of what controls the firm would use to conform to a project budget and schedule.

E. A written statement of how the firm would approach the project listed in Sections 1.1.1 and 2.1.1.

F. Address firm's ability to provide staff and resources to selected projects within typical time constraints of potential project types listed in Sections 1.1.1 and 2.1.1. Provide an example of at least one successful fast-track project that the proposed project team members have worked on.



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3.1.3 Costs incurred for developing the SOQ and in anticipation of award of the agreement are entirely the responsibility of Consultant and shall not be charged to OUSD and/or the State of California. All submittals become the property of OUSD upon receipt and will not be returned to Consultant except as described in Paragraph 1.4.3.

**3.2 SELECTION CRITERIA**

3.2.1. The selection committee will be appointed by OUSD’s Director of Facilities, Maintenance & Operations. The selection criteria to be used by OUSD’s committee members for determining the best-qualified firm to provide professional services for Projects will include:

Firms shall respond in writing indicating how they believe their experience fulfills the requirements of these criteria. Criteria is listed below:

<b>Selection Criteria</b>
Professional experience of the firm in performing services of a similar nature and scope. OUSD expects that the submitting firm have in-house professional expertise to perform the work
Staffing capability and the ability to meet schedules
Reliability, continuity, and location of firm in proximity to OUSD
Quality and relevance of recently completed or ongoing work
Education and experience of key personnel to be assigned
Knowledge of applicable standards, regulations, codes and technology

**3.3 EVALUATION AND SELECTION PROCESS**

3.3.1 The OUSD Screening and Selection Committee Members will review, evaluate and score each SOQ based on the above selection criteria.

3.3.2 At any time, OUSD may contact a Consultant’s previous clients and/or project owners to verify the experience and performance of the prospective Consultant, its key personnel, and its Sub-Consultants.

3.3.3 At least three (3) Consultants with the highest scores will be selected for the "Short List". Short Listed firms will be invited for an interview regarding their qualifications and experience. Consultants not selected for the “Short List” will be notified in writing.

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**SECTION 4 - ADMINISTRATIVE PROCESS AND REQUIREMENTS**

**4.1 AGREEMENT FOR SERVICES**

- 4.1.1 The number one ranked (selected) firm (Consultant) will be notified in writing and be provided information for entering into the Agreement.
- 4.1.2 OUSD will attempt to enter into negotiations with the selected Consultant for a satisfactory Agreement and reasonable fee for the services needed.
- 4.1.3 If a satisfactory contractual agreement on services and compensation cannot be reached between OUSD and the selected Consultant, OUSD reserves the right to terminate negotiations with the selected Consultant and attempt to reach satisfactory contractual Agreement with the remaining qualified Consultants in order of their ranking.
- 4.1.4 The selected Consultant, with which OUSD successfully negotiated, shall be required to execute an "Agreement". The Standard Agreement shall include the agreement terms and conditions of this RFQ. Consultant shall execute the required number of copies of the Agreement documents and return them within seven (7) calendar days, after Consultant has received Agreement documents for signature.

OUSD reserves the right to modify or update the Standard Agreement in the interest of OUSD, in whole or in part, at any time up to the issuance of the Agreement by OUSD. By submitting for this RFQ, the prospective Consultant and its key Sub-Consultants acknowledge that a) the project team will provide the services required in the Agreement, and b) the project team has no objection to the Standard Agreement.

**4.2 INSURANCE REQUIREMENTS**

- 4.2.1 Consultant shall be required to furnish evidence of insurance.

(END OF SECTION)