



**Oceanside Unified School District**

**RFQ/P 2021-001  
REQUEST FOR  
QUALIFICATIONS/ PROPOSALS**

**FOR**

**CIVIL ENGINEERING  
SERVICES**

**For Modernization at  
Jefferson Middle School**

**August 18, 2020  
Proposition H Bond Program Management**

OCEANSIDE UNIFIED SCHOOL DISTRICT  
PROPOSITION H BOND PROGRAM MANAGEMENT

---

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 Jefferson Middle School.

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 (RFQ/P) and an interview.

- 1.1.3 Under this RFQ/P 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.

OCEANSIDE UNIFIED SCHOOL DISTRICT  
PROPOSITION H BOND PROGRAM MANAGEMENT

---

**1.3 RFQ/P ISSUING OFFICE**

- 1.3.1** RFQ/P is issued by the Oceanside Unified School District, Bond Program Management. A copy of this RFQ/P may be obtained by downloading it from OUSD's website at <https://www.oside.k12.ca.us>.
- 1.3.2** All questions concerning this RFQ/P shall be submitted in writing by e-mail to [pennymcgrew@maasco.com](mailto:pennymcgrew@maasco.com) on or before **2 p.m., Friday, August 28, 2020**. Indicate the RFQ/P 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/P 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/P:                     | 08/18/2020, 08/25/2020 |
| b) Pre- Proposal Site Walk (10 am): | 08/27/2020             |
| c) Deadline for questions (2 pm):   | 08/28/2020             |
| d) SOQ Due Date:                    | 09/04/2020             |
| e) Interviews:                      | TBD                    |
| f) Board Approval:                  | 10/13/2020             |

- 1.4.2** Delivery: Sealed SOQ's will be accepted no later than **2 p.m., Friday September 4, 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.

- 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.
- 1.4.4** OUSD is not liable for SOQs delivered to the wrong address.
- 1.4.5** Pre-Proposal Site Walk is not mandatory, but it is *highly recommended* so that firms may address specific site needs in SOQ. Meeting will be held at **10am on August 27, 2020** at Jefferson Middle School.

**\* We understand that Covid-19 has changed the way some Firms submit; however, at this time the District is still requiring hard copies of the proposals.**

**OCEANSIDE UNIFIED SCHOOL DISTRICT  
PROPOSITION H BOND PROGRAM MANAGEMENT**

---

**1.5 REJECTION OF SOQ**

- 1.5.1** OUSD reserves the right to reject any or all SOQs received in response to this RFQ/P, to cancel this RFQ/P 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** Award of Agreement, if made, will be in accordance with this RFQ/P to responsible Consultants submitting a SOQ compliant with all the requirements of this RFQ/P and any addenda thereto.

(END OF SECTION)

**OCEANSIDE UNIFIED SCHOOL DISTRICT  
PROPOSITION H BOND PROGRAM MANAGEMENT**

---

**SECTION 2 - SCOPE OF WORK**

**2.1 LOCATION AND DESCRIPTION OF PROJECT**

- 2.1.1** Project is located at Jefferson Middle School, 823 Acacia Avenue, Oceanside, CA 92058. Aside from scope items listed in Section 2.3, project may 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 will include time constraints for this project.

**2.3 DETAILED SCOPE OF WORK**

- 2.3.1** All firms will be required to comply with all applicable codes. 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 contract awarded if applicable.

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

- 2.3.5** Civil Services to include:  
Both Survey and Civil Engineering Services associated with the above-referenced project for the Oceanside Unified School District (OUSD). The Jefferson Middle School requires civil engineering design services as part of a large modernization effort for the 50+ year old infrastructure. Firms should propose all the necessary preliminary investigations and conceptual design services up to a Schematic Design submittal (this will include all topographic survey, site assessment including boundary survey and title report and utility investigation requests (including analysis of a project geotechnical report, if available), developing a utility base map, and coordination with the project Architect). Please indicate in your proposal a timeline for design completion.

OCEANSIDE UNIFIED SCHOOL DISTRICT  
PROPOSITION H BOND PROGRAM MANAGEMENT

---

**2.4 SCOPE OF BASIC SERVICES**

**2.4.1** The scope of basic services required by this RFQ/P may include, but is not limited to, the following:

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

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 outlined in the Agreement.

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, as necessary, with other professionals employed by OUSD for other work related to an Agreement.

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.)

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

(END OF SECTION)

OCEANSIDE UNIFIED SCHOOL DISTRICT  
PROPOSITION H BOND PROGRAM MANAGEMENT

---

SECTION 3 - RESPONDING TO THIS RFQ/P

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. Table of contents, covers, and dividers may be used without counting against the 10-page limit.

**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/P.

B. A written statement of Consultant's qualifications that is responsive to the selection criteria described in 3.3 Selection Criteria. Consultant shall include examples of similar 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. Resumes of key personnel may be attached as an appendix and do not count toward the page limit.

C. Fee Proposal. Provide a Proposal for the scope of services outlined in Section 2.3, including a schedule of rates for additional services 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 proposal and schedule of rates should be submitted in a separate sealed envelopment with the SOQ's. The proposal and schedule of rates is not included in the page count.**

***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 Section 2.3.5.

F. Address firm's ability to provide staff and resources to selected projects within typical time constraints of project listed in Sections 2.3.5. Provide an example of at least one recent successful similar project that the proposed project team members have worked on.

**OCEANSIDE UNIFIED SCHOOL DISTRICT**  
**PROPOSITION H BOND PROGRAM MANAGEMENT**

---

- G. Has your firm ever been terminated or replaced by another firm during a project? If so, explain in detail and provide results of any litigation/claims on the project.
- H. Has your firm been party to a lawsuit? If yes, please explain.

**3.2 CONSULTANT COSTS**

**3.2.1** 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.

**3.3 SELECTION CRITERIA**

**3.3.1.** Firms shall respond in writing indicating how they believe their experience fulfills the requirements of these criteria. The selection committee will be appointed by OUSD. The selection criteria to be used by OUSD’s committee members for determining the best-qualified firm to provide professional services for Project will include:

<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
Demonstrate Firm’s understanding of this District’s needs for this particular project and identify potential challenges and Firm’s approach to mitigate those challenges.

**3.4 EVALUATION AND SELECTION PROCESS**

- 3.4.1** The OUSD Screening and Selection Committee Members will review, evaluate and score each SOQ based on the above criteria.
- 3.4.2** 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.

(END OF SECTION)



**OCEANSIDE UNIFIED SCHOOL DISTRICT  
PROPOSITION H BOND PROGRAM MANAGEMENT**

---

**SECTION 4 - ADMINISTRATIVE PROCESS AND REQUIREMENTS**

**4.1 AGREEMENT FOR SERVICES**

- 4.1.1** The 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/P. 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. Coverage and limit requirements will be outlined in the Agreement.

(END OF SECTION)