



RFQ # 2021-21-064Q
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
COMMISSIONING SERVICES

RFQ Questions Due Date:
March 18, 2022, by 5:00 P.M.

RFQ Response Due Date:
March 25, 2022, by 2:00 P.M.

OCEANSIDE UNIFIED SCHOOL DISTRICT
2111 MISSION AVE. OCEANSIDE, CA 92058

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN THAT THE OCEANSIDE UNIFIED SCHOOL DISTRICT of San Diego County, California, acting by and through its Governing Board, is requesting qualifications submittal for

RFQ #2021-21-064Q COMMISSIONING SERVICES

The Request for Qualifications (RFQ) may be obtained from the Bond Management Office, Oceanside Unified School District, 2111 Mission Avenue, Building E, Oceanside, CA 92058, or may be downloaded from the District's website [here](https://www.oside.us/Page/1160). (<https://www.oside.us/Page/1160>)

It is the Proposer's responsibility to check the website for notification of clarification and/or responses to questions. Questions regarding this RFQ shall be directed in writing to:

Ashley Gerhard via email at ashley.gerhard@oside.us

no later than 5 p.m. on Friday, March 18, 2022. Responses to questions and/or clarifications will be posted on the above website by Monday, March 21, 2022, by 5 p.m.

Sealed qualifications submittals must be received in the Bond Management Office, Oceanside Unified School District, 2111 Mission Avenue, Building E, Oceanside, CA 92058, up to but no later than 2 p.m. on Friday March 25, 2022.

The Oceanside Unified School District reserves the right to reject any or all qualifications submittals, to accept or to reject any one or more items of a qualifications submittals, or to waive any irregularities or informalities in the qualifications submittals or in the bidding.

Dated this day of March 11, 2022.

Publication Date: March 11, 2022
March 16, 2022

NOTICE REGARDING DISCLOSURE

OF

CONTENTS OF DOCUMENT

All responses to this Request for Qualifications (RFQ) accepted by the Oceanside Unified School District (District) shall become the exclusive property of the District. Upon opening, all qualifications submittals accepted by the District shall become a matter of public record and shall be regarded as public information, with the exception of those elements of each qualifications submittal which are identified by the preparers as business or trade secrets and plainly marked as "trade secret," "confidential" or "proprietary." Each element of a qualifications submittal that an applicant desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e., regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the District in any way whatsoever. If disclosure is required under the California Public Records Act or otherwise by law (despite the preparer's request for confidentiality), the District shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

REQUEST FOR QUALIFICATIONS

RFQ #2021-21-064Q COMMISSIONING SERVICES

SECTION I: INTRODUCTION

The Oceanside Unified School District (OUSD) is soliciting qualifications submittals for qualified Firms to form a pool of providers for Commissioning Services required as part of the District's modernization and new construction program.

The Oceanside Unified School District ("District") is inviting submittals of Statements of Qualifications ("SOQ"s) from interested and qualified Commissioning Firms ("Consultant") to provide comprehensive professional services for various projects. The District expects to conduct significant construction projects throughout the District. This RFQ seeks to pre-qualify Consultants that demonstrate the highest level of experience and capability to form a pool of providers for Commissioning Services.

Selection will result in a pool of Commissioning Service Providers ("Commissioning Services Pool" or "Pool") expected to provide comprehensive services to the District on an as-needed basis. Section IV of this document outlines the requirements, selection process, and documentation necessary to submit qualifications in response to this solicitation.

The District may modify the RFQ prior to the deadline for submittals by issuance of an electronic addendum on the District's website [here](#).

Selection for Commissioning Service Firms will be performed by the District evaluation committee ("Committee"). If the District determines it to be in their best interest, interviews may be arranged as part of the selection process and will follow the schedule identified in this RFQ.

Following identification of qualified Consultants selected for the Pool, the District may request a project-specific Request for Proposal ("RFP") on an as needed basis from the Pool. A project specific Agreement for Commissioning Services will be issued to the Consultant(s) which, in the judgment of the District, best accomplishes the desired results, and shall include, but not be limited to, qualifications, performance on previous task orders, and an evaluation of the scope and fee proposal prepared for each specific project.

The District reserves the right to request proposals from outside of the Pool of services at any time. The District reserves the right to request a scope of work and fee proposal from one or more of the Consultants in the Pool and may choose to issue an Agreement to any of the Consultants at its sole discretion. Specific project needs may include only a portion of the services identified therein. The selected Consultant, should Consultant accept the Project, will sign

the Commissioning Services Agreement prior to start of work. The exact scope of services required by the District will be set forth in a project-specific RFP.

A. PURPOSE

The purpose of this request for qualifications (RFQ) is to solicit qualifications submittals from qualified firms for COMMISSIONING SERVICES as needed. The District intends to form a pool of qualified commissioning firms based on qualifications and experience.

SECTION II. PROJECT DESCRIPTION

A. BACKGROUND

The District is completing its \$195 million local bond measure, Proposition H, passed by the voters in 2008. In addition, OUSD recently passed Measure W in 2020, a \$165 million local bond measure that will continue the Bond construction program. The scope of work and value of the remaining projects associated with this program vary in size and magnitude. Therefore, OUSD is requesting qualifications submittals from firms capable of providing COMMISSIONING SERVICES to form a pool of providers as part of this program.

B. PROJECT SITES / PROJECTS

The project sites consist of various elementary, middle, and high schools located within the boundaries of Oceanside Unified School District. This RFQ describes the background and services needed, the selection process and the minimum information that must be included when responding to this RFQ.

FUTURE PROJECTS

- A. Projects funded through Measure W may include, but are not limited to:
 - 1. New relocatable classroom buildings
 - 2. New buildings (music, nutrition services, multipurpose, gym, etc.)
 - 3. Modernization of schools and facilities
 - 4. Expansion of schools.

SECTION III: SCOPE OF SERVICES

A. KEY FUNCTIONS OF THE CONSULTANT

Selected firms will be responsible for ensuring that all code-prescribed commissioning services and associated duties are completed.

B. DESCRIPTION OF REQUIRED SERVICES

The anticipated services to be provided will include some or all of the commissioning services as identified in future Requests for Proposals as they are issued by the District.

SECTION IV. INFORMATION AND INSTRUCTIONS TO PROPOSERS

The following information is required in the qualifications submittals and should be submitted as follows:

QUALIFICATIONS CONTENTS (note to exceed 1 Page)

1. Cover Letter (not to exceed 1 page)

The qualifications submittals should contain a cover letter and introduction, including the company name, address, and the name, telephone number, facsimile number and e-mail address of the person or persons authorized to represent the company regarding all matters related to the qualifications submittals. A person authorized to bind the firm to all commitments made in the qualifications submittals shall sign this letter. The letter must also contain the following statement:

“We have read the District’s Request for Qualifications (RFQ) for COMMISSIONING SERVICES and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to provide the District with the services that we have indicated we can provide. We understand that our ability to meet the criteria outlined in this RFQ shall be judged solely by the District.”

2. Executive Summary (not to exceed 1 page)

Include a brief summary of the most significant attributes that your firm has to offer and why your firm should be selected.

3. Firm Background/History (not to exceed 1 page)

Identify ownership of firm and provide a one-page history, including number of years your firm has provided similar services for both public and private sector clients. Include description of the proposed program approach to providing the anticipated services on concurrent projects. Identify the single entity that is the primary point of contact.

4. Location of Firm and Personnel (not to exceed 1 page)

Provide the principal address of the firm, and partners of joint venture firms, if applicable. If sub-consultants or subcontractors will provide any of the services included in the Scope of Services, provide the firms’ addresses.

5. Recent Experience (not to exceed 1 page)

Provide details of the firm’s recent experience in providing the anticipated services for K-12 school facilities and/or public facilities completed in the State of California. Identify experience for both new facilities and additions projects and alterations to existing facilities.

6. Personnel and Capabilities (not to exceed 1 page)

Include brief resumes of all individuals that will be available for providing the anticipated services. Describe the qualifications, certifications (where applicable) and capabilities of these personnel capable of providing the anticipated services and their experience in providing the services. Indicate the personnel that are employees of your firm, those of subcontractor firms, and those that will be available on an associate basis.

7. References (not to exceed 1 page)

Provide five references, including name, organization, address and telephone number of persons who can attest to your firm's and the proposed staff's performance. Include references for services performed for the Oceanside Unified School District, if applicable.

8. Litigation History (not to exceed 1 page)

Provide your firm's history of any construction litigation in the past five years.

9. Professional Liability Insurance (not to exceed 1 page)

Provide evidence that your firm is capable of meeting the following insurance requirements:

Provide information on the types and amounts of insurance carried including Commercial General Liability, Automobile Liability, Workers Compensation, and Professional Liability Coverage. The carrier must have Best Key Rating Guide of "A" or better as a California admitted insurer.

All such insurance shall be on an occurrence basis and should name the District as additional insured.

Policies shall have a non-renewal or cancellation clause of not less than thirty (30) days. Minimum limits of insurance required by the District for consultant and sub-consultants are indicated in the Master Agreement for Commissioning Services, and as follows:

A. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.

B. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.

C. Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of \$1,000,000 per accident for bodily injury; and Professional Liability: Not less than \$2,000,000 per claim.

Proof of insurance coverage must be provided for consultant and sub-consultant personnel. Insurance is to be placed with insurers licensed to do business in the State of California as admitted carriers, have an "A" policy holders rating and a financial size rating of at least Class VII in accordance with the most current Best's Key Rating Guide.

10. Unit Rate Pricing Sheet (not to exceed 1 page)

In a sealed envelope bound within the Qualifications submittal, provide a services pricing sheet, which proposes the hourly rates for providing Commissioning Services.

11. Additional Information and Comments (No limit)

Include any additional information that you feel is pertinent in an appendix. Do not include additional marketing material.

12. Signature Page

Indicate that the qualifications submittal will be valid for a period of at least six months, apply the signature of the person responsible for the submittal and a statement that said person has the authority to bind the company for this type of submittal.

A. SCHEDULE

The following is a tentative schedule of events:

<u>Action</u>	<u>Date</u>
Release of Request for Qualifications	March 11 & 16, 2022
Deadline for Submission of Questions	March 18, 2022, by 5 p.m.
Addenda - Posted on Website	March 21, 2022, by 5 p.m.
Deadline for Receipt of Qualifications	March 25, 2022, by 2 p.m.
Information to the Board of Education	April 12, 2022
Inform Firms of Selection	After BOE approval

B. CONTACT / QUESTIONS / SUBMITTAL

In order to control information disseminated regarding this Request for Qualifications, interested Firms are directed not to make personal contact with members of the School Board and/or District Administration with the exception of the individual listed below. All questions, interpretations or clarifications, either administrative or technical must be requested in writing by 5 p.m. on March 18, 2022, and directed to:

Oceanside Unified School District
Bond Construction Office
2111 Mission Avenue
Oceanside, CA 92058
Attn: Ashley Gerhard
ashley.gerhard@oside.us (Email)

The District reserves the right to revise the RFQ until the date specified in the Schedule of Events. The District expressly reserves the right to alter the Schedule of Events.

Four (4) bound copies and (1) electronic copy (USB/flash drive) of the qualifications submittal must be submitted. All qualifications submittals must be complete and sealed. Facsimile (FAX) copies are not acceptable.

MARK ENVELOPES CONTAINING QUALIFICATIONS SUBMITTALS:

“COMMISSIONING SERVICES”

AND SUBMIT BY
Friday, March 25, 2022, by 2 p.m.
TO:
OCEANSIDE UNIFIED SCHOOL DISTRICT
BOND PROGRAM MANAGEMENT
2111 MISSION AVENUE, BUILDING E
OCEANSIDE CA 92058
ATTN: Ashley Gerhard

QUALIFICATIONS SUBMITTALS MUST BE RECEIVED BY
Friday, March 25, 2022, by 2 p.m.

C. EVALUATION PROCESS AND CRITERIA

The District reserves the right to refuse all qualifications submittals and to waive any minor and/or technical submittal requirements if it is in the District's best interest to do so. Prior to any contract award, the District reserves the right to reasonably suggest that the consultant team or teams be modified, as appropriate, in order to obtain the optimal consultant team to perform the scope of work. Any suggested modification to the team must be mutually acceptable to the team's prime consultant.

The applicant must satisfy the District of its ability to perform the services required. The applicant must demonstrate a thorough understanding of each of the tasks identified in this RFQ. In addition, the District may consider evidence of untimely and unsatisfactory performance on prior similar projects or litigation by the applicant on previous contracts to disqualify any applicant.

Evaluation of the qualifications submittals shall be based upon a competitive selection process. The evaluation of qualifications submittals will not be limited to price alone. Technical merit, experience and the interview results will also be considered in the selection process.

The following weighting criteria will be used to evaluate all Qualifications Submittals:

<u>Firm Experience</u>	
Schools	20 points
Regional	15 points
Other	10 points
<u>References</u>	15 points
<u>Personnel</u>	
Qualifications/Certifications	10 points
Experience	20 points
Total Capacity	10 points
TOTAL	100 points

SECTION V. GENERAL SPECIFICATIONS

A. DEFINITIONS

The words (A) "District", (B) "Applicant" or (C) "Consultant" as used in this RFQ shall be understood to refer to (A) Oceanside Unified School District, (B) the qualified consultants, persons, firms or corporations which respond to this RFQ; and (C) the person, firm or corporation with whom the contract is made by said District or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

B. INSTRUCTIONS AND QUESTIONS

District representative from whom the applicant will receive instructions:

Ashley Gerhard
Program Controls Manager
Ashley.gerhard@oside.us

Questions regarding this Request for Qualifications should be directed to the person(s) designated above. Do not contact any other District employee or official regarding this RFQ.

C. ADDENDA

If any person contemplating submitting a qualifications submittal for services listed herein is in doubt as to the true meaning of any part of this Request for Qualifications, he/she may submit to the Oceanside Unified School District Representative identified in Section B above, a written request for an interpretation or correction thereof. Such request must be made in writing to the District's representative no later than 5 p.m. on March 18, 2022.

Any interpretation or correction of District specifications will be made only by addenda, duly issued by the District Representatives identified in Section B above. Such addenda will be posted on the District webpage [here](#) by 5 p.m. March 21, 2022.

D. WITHDRAWAL OF QUALIFICATIONS SUBMITTAL

Any applicant may withdraw its qualifications submittal, either personally or by written request at any time prior to the time set for opening qualifications submittals.

E. FIRM COMMITMENT OF AVAILABILITY OF SERVICE

Once a qualifications submittal is opened, an applicant is otherwise expected to maintain an availability of service as set forth in its submittal for at least six months after date from opening of qualifications submittal.

F. RESERVATIONS

The District reserves the right to reject any or all qualifications submittals and any item or item therein, and to waive any non-conformity of the submittal with this, whether of a technical or substantive nature, as the interest of the District may require.

G. DOCUMENTS TO BE CONSTRUED TOGETHER

The Request for Qualifications, the Qualifications Submittal and all documents referred to in the RFQ and the Contract to be entered into between the Consultant and the District and any modification to said documents, shall be construed together as one document.

H. ERRORS AND OMISSIONS

Applicant shall not be allowed to take advantage of any errors or omissions in Request for Qualifications. Full instructions will be given when such error or omission is discovered and timely called to the attention of the District.

I. SPECIFICATIONS NOT CONTRACTUAL

Nothing contained in this RFQ shall create any contractual relationship between any applicant and the District. The District accepts no financial responsibility for

costs incurred by any applicant regarding this RFQ.

J. PATENT FEES: PATENT COPYRIGHT, TRADE SECRET AND TRADEMARK FEES

Each applicant shall include in the cost proposal any patent fees, royalties and changes on any patented article or process to be furnished or used in the prosecution of the work.

K. TAXES

Rates shall include all federal, state, local and other taxes.

L. STANDARD TERM AND CONDITIONS

PRIOR TO THE AWARD OF ANY WORK HEREUNDER, DISTRICT AND CONSULTANT SHALL ENTER INTO THE WRITTEN CONTRACT COMPLYING WITH THE TERMS AND CONDITIONS OF AN AGREEMENT AS SHOWN IN ATTACHMENT A. PROPOSERS RESPONDING TO THE RFQ ARE STRONGLY ADVISED TO REVIEW ALL THE TERMS AND CONDITIONS OF THE AGREEMENT.

The selected respondent(s) and each of its (their) sub-consultants and/or co-venture partners, shall comply with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act 1964, as amended, Executive Orders 11224, 11375, and 12086, the California Fair Employment Practices Act beginning with labor code section 1410, and labor code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (ADA).

Consultants shall be responsible for establishing and implementing an ADA program within the consultant's workplace. The respondent shall not discriminate against any prospective or active employee based on race, color, ancestry, national origin, religious creed, sex, sexual orientation, age, or marital status. The selected respondent shall cause the above provisions to be inserted in all contracts with sub-consultants/subcontractors for any work covered by this document so that such provisions will be binding upon each sub-consultant/subcontractor.

Prior to contract execution, proof of insurance at the levels specified in the specific contract will be required. Fingerprinting of all personnel who will visit school sites may also be required.