



**DAVIS JOINT UNIFIED SCHOOL DISTRICT**  
**REQUEST FOR QUALIFICATIONS (“RFQ”)**  
**PROJECT/CONSTRUCTION MANAGEMENT SERVICES**

**July 3, 2019**

The Davis Joint Unified School District (“District”) is seeking Statements of Qualifications (“Responses”) from interested project/construction management firms, partnerships, joint-ventures, corporations, associations, and/or individuals (“Firms”), to provide project/construction management services related to the District’s Measure M Program.

Firms interested in responding to this RFQ are requested to provide immediate notification of their intent to submit. Intent to submit and formal submittal in accordance with this RFQ shall be to:

David Burke, Director of Facilities  
Davis Joint Unified School District  
1919 5<sup>th</sup> Street  
Davis, CA 95616  
email: [dburke@djUSD.net](mailto:dburke@djUSD.net)

Interest notification and questions regarding this RFQ are to be directed to the above email address. Questions related to this RFQ will not be accepted unless they are submitted via email and are received by 4:00PM, August 1, 2019. Answers to all questions will be distributed via email to all Firms expressing an interest in submitting on this RFQ.

All responses to this RFQ must be received by 4:00PM, August 9, 2019. The submittal package should be no more than 20 pages (excluding cover letter, table of contents, dividers, and general brochures which may be submitted in addition to the page limit). Each printed double sided page is considered one page.

The District intends to use the responses to this RFQ to assist in the possible selection of one or more Firms for the District’s project/construction management pool. The District will evaluate each Firm based on the information set forth in the Response submitted, together with other information available to the District from any other sources. The Firm’s ability to develop a rapport and working relationship with the District personnel and team (other consultants) will be considered. The District will, at its own discretion, select one or more firms after receipt of the Responses; the District also reserves the right to not select any Firm. The District may also request that one or more Firms participate in an interview process or the District may implement a combination of these and/or other methods for selection.

This RFQ is solely a solicitation for responses. Neither this RFQ, nor any Response to this RFQ shall be deemed or construed to: (i) create any contractual relationship between the District and any Firm; (ii) create any obligation for the District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim of reimbursement for costs associated with the submittal of any Response.

## 1. GENERAL INFORMATION

The District intends to select Firms to the pool that best meet the District's needs to perform the project/construction management services as described in this RFQ. The criteria on which the District makes its determination will be based on proven ability and experience as described herein, and on the District's needs.

The Firm(s) selected as a result of this process shall be responsible for the following general categories of work as determined by the District.

*Project/Construction Management: Assist the District in the management and oversight of approved projects during the design and construction phases within scope, schedule, and budget expectations for all projects assigned.*

The phasing and scoping of each project will be determined in the Master Plan translation into a Program Implementation Plan process with the involvement of the selected Firm(s). The Firm(s) must demonstrate the ability and be prepared to work side-by-side with District staff.

The selected Firm(s) will not perform any design, inspections, or construction work as a general contractor or subcontractor, and shall not be allowed to self-perform any trade work, nor contract with affiliates to perform such work.

It is vital that the selected Firm(s) have the ability to work cooperatively and effectively with the Board, the Superintendent, District staff, the various school site planning committees, and the community. The District places great emphasis on facilitation and communication with all of these stakeholders. The Firm(s) retained by the District will be part of the District team and will be expected to operate in a team environment. The Firm(s) will work under the direction of the Director of Facilities.

## 2. REQUIRED INFORMATION IN PROPOSAL

All materials submitted to the District in response to this RFQ shall remain the property of the District. Experience with the Office of Public School Construction ("OPSC"), CDE, DSA, Uniform Building Code ("UBC"), and Title 24 of the California Code of Regulations is mandatory. Responses should be typewritten, concise, straightforward, and must address each requirement and question. The cover letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

### **3. REQUIRED PROPOSAL FORMAT**

1. All materials submitted to the District in response to this RFQ shall remain the property of the District.
2. The submittal package shall be no more than 15 pages (excluding cover letter, table of contents, dividers, and general brochures which may be submitted in addition to the page limit). Each printed double sided page is considered one page.
3. Submit three (3) spiral bound hard copies of the materials. Three ring binders are not acceptable.
4. Submit one (1) electronic copy of the materials (thumb drive).

### **4. COVER LETTER**

Provide a cover letter introducing your firm and identify the unique qualifications of your firm.

### **5. FIRM INFORMATION**

Provide a brief history of your Firm. Identify legal form, ownership, and senior officials of company.

Describe number of years in business and types of business conducted. Identify proportion of project/construction of overall business, and of K-12 public school projects of overall business.

List all litigation arising from any K-12 public school programs on which your Firm provided project/construction services in the past five (5) years and were named as party(ies). Please include the following information for each litigation:

- State the issues in litigation, court information and docket number
- Names of parties
- Status/Outcome

### **6. EXPERIENCE**

Describe your experience with California public education construction programs and relevant public school modernization and new construction projects. Include the scope of programs, description of services provided, and size of program budgets. The District will utilize the lease-leaseback delivery method to some or all of these projects. Please provide information regarding your Firms experience with such a delivery method. For each program referenced, provide to District name of Key Contact Person and Telephone Number.

### **7. PROPOSED STAFFING**

The selected Firm shall employ, at its expense, professionals properly skilled in the execution of the functions required for the project/construction management of the Program. Provide a proposed organizational chart integrating District staff and identify key personnel you would assign to the District's Program and their roles including any sub-consultants anticipated. Key personnel may be contractually required to remain assigned to the District's projects unless said personnel cease to be employed by your Firm, or other arrangements are made with the District. For each identified individual, please provided a resume and describe/summarize his or her experience with public school programs.

## 8. PROPOSED METHODOLOGY AND CAPABILITIES

1. Describe the Firm's technical capabilities and experience with:
  - A. Program planning
  - B. Condition Assessments
  - C. Scheduling
  - D. Budgeting
  - E. Cost estimating
  - F. Cost tracking
  - G. Document control
  - H. Production of data for public information websites, and Oversight Committee reporting.
  - I. Detail the Firm's budgeting software and if District staff has the ability to inherit and maintain the system once established.
2. Describe the Firm's experience with State and other agencies involved in the planning process for K-12 public school projects.
3. Describe the Firm's quality control systems, including ability to monitor consultants.
4. Describe the Firm's approach to and experience with:
  - A. Sustainability, including Energy Management/Conservation and "Green Buildings"
  - B. Implementation Plans
  - C. Value Engineering
  - D. New Construction
  - E. Modernization
  - F. Modular Construction
  - G. Facility Design Standards and Master Specifications
  - H. Technology Integration, Planning and Implementation
    - o Describe the Firms experience in data, public address systems, communication systems, and other low voltage systems used in schools.
5. Describe the Firm's capabilities in each area:
  - A. Evaluating/reporting on program status to District staff, Board, and the public.
  - B. Experience in decision-making related to public school new construction and modernization projects specifically for smaller districts/projects.

## 9. GOVERNMENTAL AGENCY EXPERIENCE

Respondent will be required to assist the District in working with various outside governmental agencies, in particular, the State Department of Education, the Division of the State Architect, and the Office of Public School Construction. Respondent shall describe its experience with each of these agencies.

## 10. CLIENT REFERENCES

Please provide at least five recent (past five years) clients for whom your Firm has provided full service Program/Project Management work similar to what is being requested in this RFQ. Please include the name of the school district, name of person to contact, telephone number, and identify the project.

## **11. FIRM RATE SHEET**

Provide Firm rate sheet for the work described in this RFQ. The District reserves the right to negotiate fees, services, terms, and form of agreement with the selected Firm. List applicable staffing rates and other anticipated costs and conditions.

## **12. SCHEDULE**

Cutoff date for written questions:	August 1, 2019, 4:00PM
Submittals due:	August 9, 2019, 4:00PM
Board action to establish pool (approx.):	September 2019

## **13. SELECTION CRITERIA AND PROCEDURE**

The Proposals will be evaluated based on each Firm's qualifications, approach, methodology, and relevant experience with similar school districts and facility programs. The District will also evaluate the Firms based on their performance history, proposed team members assigned, knowledge of the various issues, technical capabilities, proposed fee approach, and overall responsiveness to this proposal. The following factors are important for further consideration and evaluation:

## **14. FINAL DETERMINATION AND ASSIGNMENT TO POOL**

The District reserves the right to contract with Firm(s) responding to this Request for Qualifications for all or portions of the described scope of work, to reject any proposal as non-responsive, and not to contract with any Firm for the services described herein. The District makes no representation that participation in the Request for Qualifications process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFQ.

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of a 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 a contract with any member of the District (other than the identified contact on Page 1), Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact may be grounds for the disqualification of the Respondent submitting a RFQ Packet.

The awarding of a contract is at the sole discretion of the District.