

ROWLAND UNIFIED SCHOOL DISTRICT

---

REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS  
FOR  
PROJECT INSPECTION SERVICES FOR  
OSWALT ACADEMY NEW CAMPUS PROJECT NO. RFQ/RFP 2019/20: (R6)

The Rowland Unified School District (“**District**”) is requesting submission of statement of qualifications and proposals (collectively, “**Response(s)**”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) for professional project inspection services in connection with the Oswalt Academy New Campus Project and other projects as may be designated by the District (“**Project**”).

This request is not a formal request for bids or an offer by the District to contract with any firm responding to this Request for Statement of Qualifications and Proposals (“**RFQ/P**”). The District reserves the right to contract with any firm responding to this RFQ/P, to reject any response to this RFQ/P as non-responsive, and not to contract with any firm for the services described herein.

The District is authorized by California Government Code sections 4529.10 and 4529.12 to contract with and employ any persons for the furnishing of architectural, landscape architectural, environmental, engineering, land surveying, and construction management services through a fair, competitive selection process (e.g., by using a request for proposal or request for qualification process), which the District is utilizing.

The District reserves the right to contract with any or multiple Firms responding to this RFQ/P for all or portions of the services, assign other duties, and request the successful Firm(s) to provide other services to the District.

Firms wishing to submit a Response must be appropriately certified, licensed, insured, and must maintain a full-service office within seventy-five (75) miles of the District.

Interested Firms are invited to submit a Response as described below, with one (1) original and five (5) copies of requested materials as well as a digital copy on a thumb drive, to:

Rowland Unified School District  
Purchasing Office  
1830 S. Nogales Street  
Rowland Heights, CA 91748  
ATTN: [rmcleod@rowlandschools.org](mailto:rmcleod@rowlandschools.org)

Questions regarding this RFQ/P must be received in writing and directed to Rosana McLeod at [rmcleod@rowlandschools.org](mailto:rmcleod@rowlandschools.org) on or before **10:00 a.m.** on **Monday, February 3, 2020**. Firms are directed **not** to contact any other person with inquiries regarding this RFQ/P. The District may respond to questions presented via addenda to this RFQ/P.

**All Responses must be received on or before Wednesday, February 12, 2020, no later than 2:00 p.m.**

The District reserves the right to amend this RFQ/P as necessary. All materials submitted to the District in response to this RFQ/P shall remain the property of the District. The District shall not be responsible for the costs of preparing any qualification in response to the RFQ/P. Late responses will **not** be accepted.

Thank you for your interest in working with the Rowland Unified School District.

1. **General Information.**

1.1. **General.** Firms must have extensive experience with the Office of Public School Construction (“OPSC”), the Uniform Building Code (“UBC”), Title 24 of the California Code of Regulations, and the Division of the State Architect (“DSA”). Firms must have extensive experience in the construction of public school facilities in addition to being a public school district representative, working with architects, contractors and other school facility related consultants.

1.2. **Scope of Services.** The selected Firm must be prepared to perform some or all of the Services described in Section 10 of the **Form of Agreement for Project Inspection Services (“Agreement”)** attached hereto as **Attachment 1 (“Services”)**. Services are expected be performed at the following District sites, but the District may expand or reduce this scope at its discretion:

- **Oswalt Academy New Campus Project (“Project”)**

2. **Firms’ Response.** Each Firm’s Response must be consecutively numbered on each page and must include the following information, using the following outline structure, except as may be otherwise directed. Firms’ Responses shall be **no longer than fifty (50) pages, 8½” x 11” paper,** inclusive of résumés, forms, and pictures, and tabbed according to the numbering system reflected below.

2.1. **Content of Response.** Firm’s Response must be concise, well organized, and demonstrate Firm’s qualifications, and shall be formatted as outlined below.

2.1.1. **Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Firm(s), address, telephone, and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Response on behalf of the Firm. The Letter of Interest should provide a brief statement of Firm’s experience indicating the unique background and qualities of the Firm, its personnel, and its sub-consultants, and what will make the Firm a good fit for work in the District.

2.1.2. **Table of Contents.** A table of contents of the material contained in the Response should follow the Letter of Interest.

2.1.3. **Executive Summary.** The executive summary should contain an outline of Firm’s approach, along with a brief summary of Firm’s qualifications.

2.1.4. **Statement of Services.** Provide a comprehensive narrative of the services offered by Firm. Prepare a detailed Statement of Services for which Firm is submitting its Response, and briefly demonstrates Firm’s understanding of the Services and work required for the Project.

2.1.5. **Proposed Personnel/Firm Team.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate Firm’s and personnel’s availability to provide the Services. If the Firm would utilize resources from more than one office, indicate office locations and how work would be coordinated. Provide information on sub-consultant team members and information on recent and successful associations with designated sub-consultants.

2.1.6. **Firm Information.** Provide a comprehensive description of the project inspection services offered by Firm. The description should include the following:

2.1.6.1. Provide a brief history of Firm, and, if a joint venture, of each participating entity. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

- 2.1.6.2. Provide Firm's contact information and email address to send Firm notifications hereunder.
  - 2.1.6.3. Describe Firm's philosophy and how Firm will work with the District staff to in performing the Services.
  - 2.1.6.4. Describe your philosophy and how you work with District program managers, construction managers, architects, District administration officials, including assistant superintendents, facilities directors, teachers and site principals, to develop construction-related design responses to unique challenges of educational program requirements.
  - 2.1.6.5. Provide a statement of Firm's financial resources and insurance coverage. Include a certification of correctness of Firm's statement of financial resources.
  - 2.1.6.6. Provide a statement of **ALL** claim(s) filed against Firm in the past **five (5) years**. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s).
  - 2.1.6.7. Include letters of reference or testimonials, if available. Firm should limit letters of references or testimonials to no more than ten (10).
  - 2.1.6.8. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Firm's qualifications and expertise.
- 2.1.7. **Prior Relevant Experience.**
- 2.1.7.1. Describe your firm's approach to quality control / assurance procedures, including coordination of design disciplines.
  - 2.1.7.2. Describe your experience with DSA and working within the DSA processes. Specifically, describe your experience and strict compliance with the DSA inspector card process and final closeout with certification.
  - 2.1.7.3. Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, provide examples demonstrating effective use of stated methods and approaches, and your experience successfully handling potential delays.
  - 2.1.7.4. Identify **ALL** K-12 projects performed by Firm in the past five (5) years. Limit response to no more than the **twenty (20) MOST RECENT** projects. Include the following information for each project:
    - 2.1.7.4.1. Name of project and district,
    - 2.1.7.4.2. Scope of projects, description of services provided,
    - 2.1.7.4.3. Contact person and telephone number at district,
    - 2.1.7.4.4. Firm person in charge of each project, and all litigation arising from the project, if any. State the issues in the litigation, the status of litigation, names of parties, and outcome.
- 2.1.8. **Additional Data.** Provide additional information about the Firm as it may relate to Firm's Response. This can include letters of reference or testimonials.
- 2.1.9. **Conflicts of Interest.** If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict with Firm's ability to provide the Services described herein to the

District. Firms cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in the Project to which the Firm may provide Services. The Firm selected to provide the Services and any subsidiary, parent, holding company or affiliate of the selected Firm, may not perform any construction work or submit a bid for the Project.

## 2.2. Compensation.

- 2.2.1. **Fee Schedule.** Please also provide a current fee schedule that the Firm would charge for the Services.
- 2.2.2. **Billing Practices.** Please also provide detailed information on your billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories and hourly billing rates by position for additional services.
- 2.2.3. **Additional Costs.** Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.

- 3. **Agreement Form.** If a Firm has any comments or objections to the Agreement, it shall provide those comments or objects in its Response. The Agreement specifies the Services generally, but the District reserves the right to adjust the Agreement and the Services as necessary prior to execution. **PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement if they are not submitted at or before the time the Firm's Response is due.**
- 4. **District's Evaluation / Selection Process.** The District intends to select the firm(s) that best meets the District's needs to perform the services as described in this RFQ/P and the Agreement. From the firms who provide a Response to the District, the District may, at its discretion, interview some or all of those firms. One or more firms may be selected and recommended to the governing board of the District for award of a contract.
- 5. **Final Determination and Award.** The District reserves the right to contract with any entity responding to this RFQ/P, to reject any Response as non-responsive, and not to contract with any Firm for the services described herein. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek Responses from or to contract with any Firm not participating in this process. The District shall in no event be responsible for the cost of preparing any Response in response to this RFQ/P.
- 6. **Public Records.** Responses will become the property of the District and 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. The District 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 the District 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 the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

**Attachment 1**

**Form of Agreement for Project Inspection Services**