

REQUEST FOR QUALIFICATIONS (RFQ)

**RFQ 191-02-14-17
MECHANICAL ENGINEERING SERVICES
FOR MISCELLANEOUS PROJECTS**

FOR

**FREMONT UNIFIED
SCHOOL DISTRICT
4210 TECHNOLOGY DRIVE
FREMONT, CA 94538**

**SUBMISSIONS DUE
February 14, 2017 at 2:00 P.M.**

TABLE OF CONTENTS

DESCRIPTION

NOTICE TO PROPOSERS.....	3
INSTRUCTIONS TO PROPOSERS.....	4
SPECIFICATIONS.....	6
NON-COLLUSION DECLARATION.....	11
ADDENDA FORM.....	12
RFQ PRICE FORM.....	13

NOTICE TO PROPOSERS
RFQ 191-02-14-17
MECHANICAL ENGINEERING SERVICES FOR MISCELLANEOUS PROJECTS

NOTICE IS HEREBY GIVEN THAT THE FREMONT UNIFIED SCHOOL DISTRICT will accept sealed submissions for MECHANICAL ENGINEERING SERVICES FOR MISCELLANEOUS PROJECTS on or before Tuesday, February 14, 2017 at 2:00 P.M.

The Request for Qualifications (RFQ) is located on the District website at www.fremont.k12.ca.us/purchasing where all instructions can be found. Any questions regarding this notice should be directed to Bryan Wakefield at bwakefield@fremont.k12.ca.us.

GOVERNING BOARD
Fremont Unified School District
Alameda County, California
Bryan Wakefield, Purchasing Director

Dates Published: February 3, 2017
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INSTRUCTIONS TO PROPOSERS

Submittals shall be made in accordance with the following instructions:

1. Deadline for Receipt of Submittals: **Three (3) copies of the submittals** shall be filed with the **Purchasing Department** at 4210 Technology Drive, Fremont CA 94538, on or before **Tuesday February 14, 2017** at 2:00 P.M. Submittals shall be submitted in a sealed envelope or package. Respondents should also send by electronic mail a copy of their SOQ to **Bryan Wakefield, Director of Purchasing**, bwakefield@fremont.k12.ca.us.
2. Requests for Information: Any questions relative to the RFQ regarding documents, discrepancies, omissions or doubt as to meanings should be directed to the Director of Purchasing, Bryan Wakefield at bwakefield@fremont.k12.ca.us. All written questions will be answered in writing, and will be made available on our website at www.fremont.k12.ca.us/purchasing.
3. Forms: Submittals shall be made in the format specified by the District. All items should be addressed. Numbers should be stated in figures, and the signatures of all individuals must be in longhand and also in **BLUE** ink. The submission should be made without interlineations, alterations, or erasures.
4. Non-Collusion Declaration: Each Proposer must return a fully executed Non-Collusion Declaration, as required by Public Contract Code section 7106, with the completed submittal. The Non-Collusion Declaration is included in this package.
5. Addenda or Bulletins: Any addenda or bulletins issued prior to the RFQ due date shall form a part of the specifications of the RFQ. If addenda are issued for this RFQ, they will be posted on the District's website at www.fremont.k12.ca.us/purchasing and the form for recognizing any addenda is part of this package. If there are no addenda or bulletins issued prior to the RFQ due date, this form will not be required to be included in the submittal package.
6. RFQ Price Form: Proposer shall return the RFQ Price Form with their submittal. Proposer shall include an hourly rate for work performed in the scope of service of the RFQ.
7. Cost of Preparation: All costs for preparation of submittals shall be borne by the Proposer.
8. Retention of Information: The District reserves the right to retain all submittals. The District will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.
9. Withdrawal of Submittals: Any Proposer may withdraw their submittal either personally by written request, telephone conversation or email request confirmed at any time prior to the scheduled closing time for the receipt of submittals.
10. Rejection of Submittals: The District reserves the right to accept or reject any and all submittals. The District reserves all its rights and options including:
 - To reject any and all Submittals that fail to meet the requirements of this RFQ;
 - To accept Submittal(s) that are, in the judgment of the District, in the best interest of the District;
 - To request clarification from any Proposer;
 - To reject any and all non-responsive Submittals;
 - To waive irregularities in any Submittal that the District may elect to waive;
 - To reject all Submittals without cause;

- To issue subsequent requests for new Submittals; or
 - To discontinue discussions after commencing discussions with a Proposer, and commence discussions with other Proposer(s).
11. Award of Contract: The Governing Board reserves the right to reject any or all Submittals, or to waive any irregularities or informalities in any Submittals.
 12. Termination for Convenience: The District will have the right to terminate the agreement at any time for convenience that is without cause, with thirty (30) days written notice to the other party. Under this circumstance, once notified in writing, all project work shall immediately cease. The District will pay for work performed. The parties shall meet to agree on the value of the work performed prior to the submission of a final invoice.
 13. Statement of Confidentiality: Responses to this RFQ becomes the exclusive property of the District upon receipt. All submittals received in response to this RFQ become a matter of public record and shall be regarded as public records. A Proposer may designate elements in its submittal which are defined as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary."

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the District may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the District will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

SPECIFICATIONS

RFQ Contents:

Section 1	Introduction and Purpose of RFQ
Section 2	Schedule of Events
Section 3	Scope of Services
Section 4	RFQ Response Format
Section 5	Submittal Evaluations

SECTION 1 INTRODUCTION AND PURPOSE OF REQUEST FOR QUALIFICATIONS (RFQ)

Introduction

Fremont Unified School District is a K-12 school district with approximately 34,000 students. The District's campuses are all located within the City of Fremont. Additional information about the District is available at www.fremont.k12.ca.us. The District employs approximately 1,700 certificated and 1,100 classified employees.

Elementary Schools: 29

Junior High Schools: 5

Comprehensive High Schools: 5

Continuation High Schools: 1

Charter Schools: 1

Adult School: 1

District offices, Operations and Grounds, and Transportation: 3

Purpose

The District is seeking Statements of Qualifications ("SOQ") in response to this Request for Qualifications ("RFQ") from experienced entities to provide mechanical engineering services for the new construction, expansion, modernization, and/or renovation of any of the District's campuses.

The District intends to select a pool of 3-5 qualified firms for future consideration to provide mechanical engineering services for small miscellaneous projects. Requests for recertification may be sent every three (3) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District's sole discretion, as the District determines the need for additional services.

SECTION 2 SCHEDULE OF EVENTS

Date	Action
February 3, 2017	Release RFQ
February 7, 2017, 4:00 P.M.	Deadline for submission of questions on RFQ
February 9, 2017, 4:00 P.M.	District posts summary of questions, comments and/or amendments of RFQ on the District website www.fremont.k12.ca.us/purchasing
February 14, 2017 2:00 P.M.	Submittals due in the Purchasing Department at 4210 Technology Drive, Fremont, CA 94538
March 8, 2017	Award pool of qualified firms at Board of Education meeting

SECTION 3 SCOPE OF SERVICES

Responsive submittals should cover the following areas:

Preliminary Design

- meet with District and other members of the design team;
- obtain District instructions on functional, aesthetic, cost, schedule and other requirements;
- confirm project team organization, channels of communication, operating protocol, number and timing of project team meetings, drawing and specifications standards and critical dates;
- visit the site and review existing drawings, where appropriate;
- identify and study reasonable alternative concepts, considering their relative capital, operating and maintenance costs and such other relevant factors as environmental impacts, personal security and indoor air quality;
- ensure conformance with applicable codes, regulations and restrictions, insurance requirements and other factors binding the design of the project;
- identify and consider any relevant non-binding guidelines;
- prepare and analyze the alternatives (including recommendations), when included in the scope of work, and obtain District approval;
- prepare design criteria, schematic layouts of systems and outline specifications for the major components and materials to be used, based on District direction regarding the alternative concepts, and obtain District approval before proceeding further;
- make preliminary estimates of equipment sizes, weights, noises, vibrations, fumes, heat emissions and other physical characteristics that should be considered in the building design. Engineers should make a preliminary determination of the impact of noise, vibration, and the other physical characteristics of the mechanical or electrical systems on District operational requirements. Engineers should inform District of the estimated impacts, and recommend solution(s), where appropriate. Specialists should be engaged for this purpose, if necessary;
- make recommendations to District when such additional qualified professionals as acoustic or communication specialists are required, prepare terms of reference for these additional professionals, apprise the client of the arrangements when such additional professionals are engaged as specialists, and report and comment on the work of the additional professionals, where necessary;
- determine and request allocation of suitable spaces for equipment rooms, ducts, piping, vaults, motor control centres, and other major items of the mechanical installations;
- consider the requirements of the other design professionals and provide timely information, as required;
- prepare preliminary cost estimates, or cooperate appropriately with others responsible for the estimate. Where detailed cost estimating becomes a priority concern, District should ask engineers to prepare a more detailed estimate as a special service, or engage a cost consultant for this task;
- consider and make recommendations regarding the project's commissioning;
- finalize the preliminary design, including appropriate sketches and conceptual drawings, descriptions of the major mechanical systems, components and materials, and revisions of cost estimates, following completion of the preceding steps

Final Plans and Specifications

- design systems in conformance with relevant regulations and standards, good engineering practices and the design criteria;
- select appropriate equipment to meet design criteria and the results of the calculations performed;
- cooperate with other design professionals during design of the systems, and make known to them, through the prime consultant, any functional or aesthetic aspects of the systems that may affect the design of their systems. In addition, engineers should take into account design requirements of other design professionals. In particular, engineers should notify other design engineers of points of interface among the disciplines and determine as

soon as possible the horsepower and other electrical requirements of all mechanical loads and the potential conflicts between the electrical and mechanical riser locations and distribution strata, sprinkler piping, etc.;

- submit progress reports, drawings and draft specifications, as agreed with the client or prime consultant
- provide separate larger scale and/or more detailed drawings, if the drawings' scale or the work's complexity makes drawings difficult to read and interpret. For example, separate drawings will generally be required for any special systems requiring greater clarity and for such standard mechanical systems as:
 - i) plumbing and drainage;
 - ii) heating, ventilating and air conditioning;
 - iii) fire protection;
 - iv) process piping and equipment;
- provide schematics and diagrams, as required, for all major systems, with notes describing the functions of controls and with large-scale details to show plans and elevations of equipment;
- include symbol lists and typical details for all equipment, accessories, piping and duct systems, where required;
- provide typical details that indicate clearly the complexity of the work, possible interferences, critical dimensions and locations of equipment and services. Where variations or differences from the typical details are required, these locations should be indicated and the deviations should be described;
- cross-reference all drawings, as well as details, elevations and sections;
- include plot plans showing connections to such public utility services as water supply, gas supply, sanitary drainage, electric power and communications. Include depths or elevations relating to finished grade;
- include schedules that provide capacities and details of performance of fans, air handling units, pumps and other equipment. Alternatively, these may be included in the specifications;
- provide floor plan layouts for all pipe and duct systems. Show complete duct and pipe sizing on these drawings and indicate locations where changes in elevation occur. Show sizes, types, locations and capacities of all radiators, convectors and other heating devices, supply and exhaust diffusers and grilles, as well as the types and locations of valves, dampers, splitters, etc.;
- show piping and ductwork in single line, except where necessary to show arrangements and clearance of piping or ductwork in ceiling spaces, shafts, header trenches, pipe chases and for tight or close-coupled items of equipment. In these cases, show piping and ductwork in double-line detail and in adequate scale, and include appropriate valves, fittings and accessories;
- clearly show all circuiting and switching on lighting plans. Reference dimensions to the reflected ceiling layouts are prepared by the prime consultant;
- detail power distribution drawings as single-line diagrams showing conductor capacities and calculated connected loads;
- show communication and signal systems by riser diagrams with locations of equipment, outlets and devices shown by symbols on the floor plans

General Review During Construction

The performance standards state that an engineer performing a "general review" should "make periodic visits to the site to determine, on a rational sampling basis, whether the work is in general conformity with the plans and specifications for the building". It is important that engineers and other project team members understand the engineer's responsibilities with respect to "general review", including the meaning of the term "rational sampling". Before commencing office or field review duties, engineers should define for District, the details and extent of the rational sampling procedures they propose to follow in the general review of the contractor's performance.

SECTION 4 RFQ RESPONSE FORMAT

Total submittal length shall not exceed 50 pages. Responsive submittals shall include the following elements:

Part I – Cover Letter

The cover letter shall include a brief statement of intent for the services offered to the District, and signature of an authorized officer of the organization, who has legal authority in such transactions. The cover letter shall provide the name, position and full contact information for the individual designated as the Proposer's contact for this submittal.

Part II – Table of Contents

The table of contents shall identify the contents of the informational packet in a format consistent with the format set forth herein.

Part III – Background and Experience

The description shall show that the vendor possesses demonstrated skills and experiences in specific areas of the RFQ. This section shall include:

1. Background of company and detail for any project that relates specifically to this RFQ
2. Describe the company's experience in conducting these types of services
3. A list of all public sector clients to which the Proposer has provided services over the past three (3) years
4. Five (5) public school district references that include contact name, title, telephone number and email address

Part IV – Scope of Services

A statement of the Proposer's understanding of the work to be performed. Proposer shall include a statement, in general, of the approach that will be applied to the District.

Part V – Litigation History

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A Submittal failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

Part VI – Non-Collusion Declaration

Proposer must return a fully executed Non-Collusion affidavit, as required by the Public Contract Code section 7106, with the completed submittal.

Part VII – Acknowledgement of Addenda

Proposer shall acknowledge all addenda received. If there are no addenda or bulletins issued prior to the RFQ due date, this form will not be required to be included in the submittal.

Part VIII – RFQ Price Form

Proposer shall return RFQ Price Form, fully executed in accordance with the Instruction to Proposers.

SECTION 5 SUBMITTAL EVALUATIONS

The District intends to select the Proposer(s) that best fulfills the requirements and provides the best value to the District. The submittals will be evaluated based on the following criteria, which are not in order of ranking or weighting:

- Quality
- Cost
- Completeness of response
- Calendar of functions/work plan
- Experience/qualifications

The District may request additional information from Proposers to clarify any element of any submittal. After all submittals are received, the District may invite one or more Proposers to make a presentation and to be interviewed. The District reserves the right to make independent investigations as to the qualification of Proposer(s). The District reserves the right to accept or reject any and all submittals. The District reserves all its rights and options including:

- To reject any and all Submittals that fail to meet the requirements of this RFO;
- To accept Submittal(s) that are, in the judgment of the District, in the best interest of the District;
- To request clarification from any Proposer;
- To reject any and all non-responsive Submittals;
- To waive irregularities in any Submittal that the District may elect to waive;
- To reject all Submittals without cause;
- To issue subsequent requests for new qualifications; or
- To discontinue discussions after commencing discussions with a Proposer, and commence discussions with other Proposer(s).

A Selection Committee will evaluate all submissions. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a Proposer is responsive, responsible, and qualified. Based upon the information presented in the SOQs, the District's Selection Committee will choose the most highly qualified firms that may be interviewed and then potentially selected to be part of the District's pool.

As services are needed for specific projects, firms from the selected pool will be requested to submit a fee and services proposal, at which time they will develop a detailed scope of services, proposed fee and schedule.

Proposer acknowledges that this is for the performance of a service and shall be determined upon finding the best match for the purposes of the district and that lowest responsible proposer requirements do not apply.

The District shall evaluate submittals based on the criteria listed below:

Submittal Responsiveness	10%
Scope of Services	40%
Proposer References	25%
Price	25%
Total	100%

NON-COLLUSION DECLARATION

State of California)

) ss.

County Of Alameda)

I, _____, being duly sworn, declare that I am _____ of _____ the party making the foregoing submittal that the submittal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the submittal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham submittal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham submittal, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the submittal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the submittal price, or of that of any other Proposer, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the submittal are true; and further, that the Proposer has not, directly or indirectly, submitted his or her submittal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, submittal depository, or to any member or agent thereof to effectuate a collusive or sham submittal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated this _____ day of _____ 2017 at _____.

Signature

ADDENDA FORM

The undersigned acknowledges receipt of the following Addenda and the cost. If there are no addenda or bulletins issued prior to the RFQ due date, this form will not be required to be included in the submittal package.

Addenda Number _____ Dated _____

Addenda Number _____ Dated _____

Name of Proposer _____

AUTHORIZED SIGNATURE

TITLE

DATE

RFQ PRICE FORM

RFQ 191-02-14-17 MECHANICAL ENGINEERING SERVICES FOR MISCELLANEOUS PROJECTS
February 14, 2017, 2:00 PM

Proposer is (check one):

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Individual Doing Business under a Firm Name |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Other | |

Please indicate pricing below for mechanical engineering services.

STAFF RATES (may also attach rate sheet)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

SUBMITTED BY:

COMPANY

ADDRESS

CITY/STATE/ZIP

AUTHORIZED SIGNATURE

PLEASE TYPE OR PRINT NAME

TITLE

DATE

PHONE

FAX

EMAIL