

**Oakland Unified School District
Department of Facilities Planning and Management
955 High Street Oakland CA 94601**

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

**Commissioning Services
for Central Administrative Center
at Cole Campus (1011 Union Street, Oakland, CA)
and for Various School Sites**

July 24, 2019 (Issued)

Responses must be received August 16, 2019, no later than 2:00 p.m.

The Oakland Unified School District ("District") is requesting proposals from experienced firms, partnerships, corporations, associations, persons or professional organizations ("Consultants") to provide commissioning services associated with the design and construction of a new office building and site development at the Cole Campus and for future school projects.

Interested firms are invited to submit a completed Statement of Qualifications ("SOQ") along with the Fee Proposal (collectively "RFQ/P Packet") as described below, with one (1) unbound original, five (5) bound copies and a PDF version on a flash drive of requested materials to:

Oakland Unified School District
Tadashi Nakadegawa, Acting Executive Director
Department of Facilities Planning and Management
955 High Street, Oakland, CA 94601

Oral, telegraphic, facsimile, telephone or email RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted and returned unopened. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets and to negotiate contract terms with one or more Respondents.

If you have any questions regarding this RFQ/P please email Kenya Chatman, Acting Director at kenya.chatman@ousd.org, and cc: to Colland Jang, School Facilities Planning Consultant at colland.jang@ousd.org.

LOCAL, SMALL LOCAL AND SMALL LOCAL RESIDENT BUSINESS ENTERPRISE

PROGRAM The Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more Small Local or Small Local Resident Business (SLBE/SLRBE) participation for all capital program/construction-related contracts and professional services agreements. The full version of OUSD's latest Local, Small Local and Small Local Resident Business Enterprise Program can be found by going to the OUSD home page: ousd.org > Offices and Programs > Facilities Planning & Management Department > For Contractors and Developers > Bids and Requests for Proposals > Bid Information > 2014 Amendment to Local Business Participation Policy.

Schedule of Activities

Listed below is the "Schedule of Activities" which outlines pertinent dates of which firms responding to this solicitation should make themselves aware.

DATE	ACTIVITY
July 24, 2019	RFQ/P Issued.
August 2, 2019	Non-Mandatory Pre-Proposal Meeting* at Facilities Planning & Management. 1:00 p.m. to 2:00 p.m.
August 5, 2019	Submit Statement of Interest with contact information (emails acceptable).
August 8, 2019	Written requests for Interpretation, Correction or Modification are due.
August 13, 2019	District will provide written responses to requests for clarification.
August 16, 2019	Proposals Due by 2:00 p.m.
TBD	Interviews of Short Listed Firms.
October 10, 2019	Board Meeting – tentative approval of Contract.
October 11, 2019	Tentative Notice to Proceed issued to Consultant.

* This will be a joint pre-proposal meeting for the following services: Commissioning, Geotechnical/Geohazard and SWPPP

ESTIMATED CONSTRUCTION BUDGET: \$42.0 Million

PROJECT DURATION: Project Completion by September 2022

REQUEST FOR QUALIFICATIONS & PROPOSALS

The purpose of this RFQ/P is to solicit fee proposals from consulting firms for OUSD's Central Administrative Center Project at the Cole Campus. In addition, the District is creating a pre-qualified "pool" from interested firms in which OUSD would for future projects solicit fee proposals through an informal procurement process.

A. PROJECT DESCRIPTION

1. Construction of a new 2-story 54,000 s.f. office building to house Central Office staff and a Board Room for public meetings.
2. Demolition of two existing structures, a single story 5,118 s.f. cafeteria. Selective demolition of a two-story 42,643 s.f. classroom building; construct structure to preserve existing server room operations (see Proposed Phasing Plan). Demolition or relocation of an existing 896 s.f. single story existing portable.
3. Site improvements to accommodate new parking lot layout and development of site amenities (see Proposed Project Plan). The site acreage is approximately 2.6 acres.
4. Construction is projected to commence in the Fall of 2020 (see Proposed Phasing Plan).

B. BASIC SERVICES

The Consultant agrees to provide the Services described below:

1. The Consultant shall be responsible for the professional quality and technical accuracy of all designs, drawings, specifications and other services furnished by the Consultant under the Agreement as well as design and existing conditions coordination. The Consultant shall, without additional compensation, correct or revise any errors or omissions in its design, drawings, specifications and other Services.
2. The Consultant will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance. The Consultant shall advise the District of the most effective methods of identifying and securing such information as part of each stage of design. The Consultant shall track for District's benefit all such suggested and disclosed information.
3. **District Standards.** The Consultant shall incorporate into its work and the work of all Sub-consultants the District standards for facilities and construction at such time as they are adopted.
4. **Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District's request, the Consultant, its agents, officers, and employees agree to assist in resolving the dispute or litigation. The Consultant's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

C. GENERAL STATEMENT OF WORK:

The District is requesting Proposals for the Central Administrative Center Project that provide a Base Scope for LEED Fundamental and Title 24 Commissioning with an Optional Scope for LEED Enhanced Commissioning. Scope for future school projects would potentially be similar to the Central Administrative Center Project.

Intent - Fundamental Commissioning and Verification (Base Scope)

To support the design, construction, and eventual operation of a project that meets the owner's project requirements for energy, water, indoor environmental quality, and durability.

Requirements - Commissioning Process Scope

Complete the following commissioning (Cx) process activities for mechanical, electrical, plumbing, and renewable energy systems and assemblies, in accordance with ASHRAE Guideline 0-2005 and ASHRAE Guideline 1.1-2007 for HVAC&R Systems, as they relate to energy, water, indoor environmental quality, and durability.

Requirements for exterior enclosures are limited to inclusion in the owner's project requirements (OPR) and basis of design (BOD), as well as the review of the OPR, BOD and project design. NIBS Guideline 3-2012 for Exterior Enclosures provides additional guidance.

- Develop the OPR.
- Develop a BOD

The commissioning authority (CxA) must do the following:

- Review the OPR, BOD, and project design.
- Develop and implement a Cx plan.
- Confirm incorporation of Cx requirements into the construction documents.
- Develop construction checklists.
- Develop a system test procedure.
- Verify system test execution.
- Maintain an issues and benefits log throughout the Cx process.
- Prepare a final Cx process report.
- Document all findings and recommendations and report directly to the owner throughout the process.

The review of the exterior enclosure design may be performed by a qualified member of the design or construction team (or an employee of that firm) who is not directly responsible for design of the building envelope.

Commissioning Authority

By the end of the design development phase, engage a commissioning authority with the following qualifications.

- The CxA must have documented commissioning process experience on at least two building projects with a similar scope of work. The experience must extend from early design phase through at least 10 months of occupancy;

- The CxA may be a qualified employee of the owner, an independent consultant, or an employee of the design or construction firm who is not part of the project’s design or construction team, or a disinterested subcontractor of the design or construction team.

Project teams that intend to pursue EA Credit Enhanced Commissioning should note a difference in the CxA qualifications: for the credit, the CxA may not be an employee of the design or construction firm nor a subcontractor to the construction firm.

Current Facilities Requirements and Operations and Maintenance Plan

Prepare and maintain a current facilities requirements and operations and maintenance plan that contains the information necessary to operate the building efficiently. The plan must include the following:

- a sequence of operations for the building;
- the building occupancy schedule;
- equipment run-time schedules;
- setpoints for all HVAC equipment;
- set lighting levels throughout the building;
- minimum outside air requirements;
- any changes in schedules or setpoints for different seasons, days of the week, and times of day;
- a systems narrative describing the mechanical and electrical systems and equipment;
- a preventive maintenance plan for building equipment described in the systems narrative; and
- a commissioning program that includes periodic commissioning requirements, ongoing commissioning tasks, and continuous tasks for critical facilities.

Intent - Enhanced Commissioning (Optional Scope)

To further support the design, construction, and eventual operation of a project that meets the owner’s project requirements for energy, water, indoor environmental quality, and durability.

Requirements

Implement, or have in place a contract to implement, the following commissioning process activities in addition to those required under EA Prerequisite Fundamental Commissioning and Verification.

Commissioning Authority

- The CxA must have documented commissioning process experience on at least two building projects with a similar scope of work. The experience must extend from early design phase through at least 10 months of occupancy;
- The CxA may be a qualified employee of the owner, an independent consultant, or a disinterested subcontractor of the design team.

Enhanced Systems Commissioning

Complete the following commissioning process (CxP) activities for mechanical, electrical, plumbing, and renewable energy systems and assemblies in accordance with ASHRAE Guideline 0–2005 and ASHRAE Guideline 1.1–2007 for HVAC&R systems, as they relate to energy, water, indoor environmental quality, and durability.

The commissioning authority must do the following:

- Review contractor submittals.
- Verify inclusion of systems manual requirements in construction documents.
- Verify inclusion of operator and occupant training requirements in construction documents.
- Verify systems manual updates and delivery.
- Verify operator and occupant training delivery and effectiveness.
- Verify seasonal testing.
- Review building operations 10 months after substantial completion.
- Develop an on-going commissioning plan.

D. STATEMENT OF QUALIFICATIONS

1. General Information / Instructions - Statement of Qualifications

- 1.1.** The District is inviting Statements of Qualifications for the “Project” which shall require coordination, administration, consulting and advice, and related services.
- 1.2.** The District seeks to identify teams with a record of excellence in efficient planning and project delivery.
- 1.3.** The Statement of Qualifications must contain all requested information about the firm and must be on no larger than 8 1/2 x 11 paper and no more than fifteen (15) printed pages. The 15 page limit (as if printed single sided) shall address Sections 2.1 thru 2.4 below. Statement of Qualifications should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of firm.

2. Content – Statement of Qualifications

- 2.1. 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 Statement of Qualifications 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. The letter shall also include the following statements:

“[RESPONDENT’S NAME] received a copy of the District’s Agreement attached as **EXHIBIT A** to the RFQ/P. [RESPONDENT’S NAME] has reviewed the indemnity provisions in **EXHIBIT A** and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT’S NAME] has no objections to the use of the Agreement.”

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

- 2.2. Table of Contents** - A table of contents of the material contained in the Statement of Qualifications should follow the Letter of Interest.
- 2.3. Executive Summary** - The Executive Summary should contain an outline of firm's approach, along with a brief summary of firm's qualifications. Firms interested in being considered for the Central Administrative Center Project shall clearly indicate that interest and provide a detailed fee proposal. Firms interested in being included in the District's pre-qualified "as-needed pool" shall expressly indicate that interest.

Narrative - Provide a comprehensive narrative of the services offered by firm. The narrative should include all of the following:

2.4. Firm Information

- 2.4.1.** Provide a brief history of firm, team firms, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.
- 2.4.2.** Describe firm's philosophy and how it will work with District administration officials, community partners and district facilities staff.
- 2.4.3.** Discuss the firm's/team's ability to meet schedules for comparable projects, firm's schedule management procedures, and how the firm has successfully handled potential agency approval delays.
- 2.4.4.** Identify school district and relevant building type projects performed by firm in the past three (3) years. Limit response to no more than the twenty (20) most recent projects. Please include the following information for each project:
- 2.4.4.1.** Name of project and client,
 - 2.4.4.2.** Scope of projects, description of services provided,
 - 2.4.4.3.** Contact person, telephone number and email address,
 - 2.4.4.4.** Firm person in charge of each project,
 - 2.4.4.5.** Construction dollar value of each project,
 - 2.4.4.6.** All litigation arising from the project, if any. State the issues in the litigation, the status of litigation, names of parties, and outcome.

- 2.5. Additional Data** - Provide additional information about the firm as it may relate to the Statement of Qualifications. These may include letters of reference or testimonials. 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, capacity and/or expertise. This

additional data shall be in an Appendix and will not be counted in the fifteen page SOQ limit.

2.6. Professional Fees

Firms interested in being considered for the Central Administrative Center Project shall clearly indicate that interest and provide a detailed lump sum fee proposal.

Provide a detailed schedule of the Consultant's and Sub-consultant's hourly billing rates and a breakdown of associated costs for all tasks proposed (including contingency costs per task).

3. Local, Small Local and Small Local Resident Business Enterprise Program

The Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more Small Local or Small Local Resident Business (SLBE/SLRBE) participation. Submit a detailed description of the team's L/SL/SLRBE composition clearly indicating the name of the firms and percentages of participation on the following form ("Local Business Participation Worksheet").

LOCAL BUSINESS PARTICIPATION WORKSHEET

Prime Consultant:

RFQ/P: Central Administrative Center Project

Date:

Team Member	Projected Percent of Total Fee Per Team Member	LBE %	SLBB %	SLBR %	City of Oakland Certification Number
Prime Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
TOTAL PARTICIPATION					

Approval – LBU Compliance Officer

E. District's Evaluation / Selection Process – Statement of Qualifications

- 1.** Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence in like construction, and the Firm's ability to integrate its personnel with the District's staff and consultants.
- 2.** After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Firm(s). The District may elect to interview one or more Firms. Interviews are tentatively scheduled as indicated above. Any firm(s) selected for interviews must make available for interview the key personnel it intends to assign to the District's Project(s). Any comments or objections to the form of Agreement attached hereto as **EXHIBIT A** to this RFQ/P shall be provided in writing before the interview and may be the subject of inquiry at the interview. Any comments or objections to the form of Agreement not provided in writing before the interview will not be entertained by the District. Adequate time will be allowed for presentation of qualifications followed by questions and answers.
- 3. District Investigations -** The District may check references, and may perform investigations of firm that extend beyond the information in the proposals. The District may conduct interviews of firms.

F. Final Determination And Award

The District reserves the right to contract with any entity responding to this RFQ/P, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District reserves the right to reject any or all submissions, to request further information, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFQ/P. This RFQ/P does not commit the District to award a contract or to reimburse any firm for costs incurred in submitting a proposal.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent responding to this RFQ/P.

The RFQ/P packet, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. This RFQ/P does not commit the District to negotiate an agreement with any proposing firm or individual.

END OF RFQ/P