

SAN MARCOS UNIFIED SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

RFQ # P2022-07

**CalSHAPE Assessment and Implementation
Consultant Services**

SAN MARCOS UNIFIED SCHOOL DISTRICT
255 Pico Ave STE 250, San Marcos, CA 92069Address
760.752.1218

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN THAT THE SAN MARCOS UNIFIED SCHOOL DISTRICT of San Diego County, California, acting by and through its Governing Board, is requesting qualifications proposals for consultant services to assist the District with the estimate, application, design, assessment, implementation, documentation, and reporting requirements for the Assembly Bill 841 California Schools Healthy Air, Plumbing, and Efficiency Ventilation (CalSHAPE) Program.

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CalSHAPE Assessment and Implementation Consultant Services

The Request for Qualifications (RFQ) may be downloaded from the District's website at: <https://www.smusd.org/cms/One.aspx?portalId=157433&pageId=26866893>. 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 Nick Brizeno via email at nick.brizeno@smusd.org no later than 2 p.m. on October 13th, 2022. Responses to questions or clarifications will be posted on the above website by October 20th, 2022, by 2 p.m.

Sealed qualifications proposals must be received in the Purchasing Department, San Marcos Unified School District, 255 Pico Ave, STE 250, San Marcos, CA 92069 up to but no later than 2 p.m. on October 25th, 2022.

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

Publication Dates: September 22, 2022
 September 29, 2022

NOTICE REGARDING DISCLOSURE
OF
CONTENTS OF DOCUMENT

All responses to this Request for Qualifications (RFQ) accepted by the San Marcos Unified School District (District) shall become the exclusive property of the District. Upon opening, all qualifications proposals 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 proposal which are identified by the preparers as business or trade secrets and plainly marked as "trade secret," "confidential" or "proprietary." Each element of a proposal 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 #P2022-07

CalSHAPE Assessment and Implementation Consultant Services

SECTION I: INTRODUCTION

The San Marcos Unified School District (District) is soliciting qualifications proposals for qualified Firms to provide estimate, application, design, assessment, implementation, documentation, and reporting services required for award and administration of funds under the AB 841 CalSHAPE program. This RFQ describes the background and services needed, the selection process and the minimum information that must be included when responding to this RFQ. The District expects all proposing Firms to be familiar with the CalSHAPE program and supporting Guidelines prepared by the California Energy Commission ("Guidelines").

A. Proposal Submittal Due Date

Complete responses to this RFQ must be submitted by mail or hand delivery no later than October 25th, 2022, at 2 p.m. at the address listed below. Mark envelopes containing proposal “**P2022-07 CalSHAPE Assessment and Implementation Consultant Services**” and submit to:

San Marcos Unified School District
Purchasing Department
255 Pico Ave, STE 250, San Marcos, CA 92069
Attn: Nick Brizeno

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:

N/A

All questions must be submitted in writing no later than October 13, 2022, by 2:00 PM via email to Nick Brizeno at nick.brizeno@smusd.org. Responses to questions will be posted on the District's website at <https://www.smusd.org/cms/One.aspx?portalId=157433&pageId=26866893> no later than October 20th, 2022, by 2:00 PM.

Proposer will provide four (4) hard copies and one (1) digital copy to the above.

Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification. Issuance of this RFQ does not commit District to award a

contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the evaluation process. District retains the right to reject any or all submittals. All respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the San Marcos Unified School District Board in its sole discretion.

SECTION II: BACKGROUND AND PROJECT DESCRIPTION

A. Background and Project Description

The San Marcos Unified School District proudly serves approximately 19,767 students and their families. The District covers approximately 41.6 square miles in the northwest quadrant of San Diego County.

The District is requesting that qualified and experienced Firms submit Statements of Qualifications (SOQ) to provide consultant services for estimate, application, design, assessment, implementation, documentation, and reporting services required for award and administration of funds under the AB 841 CalSHAPE program. AB 841 provides grants to school districts to, among other things, assess, maintain, adjust, repair, or upgrade heating, ventilation, and air-conditioning (HVAC) systems in schools and replace noncompliant plumbing fixtures and appliances. The District is seeking proposals for both phases of the proposed project:

1. **Phase I: Pre-Grant Funding Award.** The District has received funding for the services through the application process. The District will provide a scope of work in Exhibit A of this document. This is to be used to guide the formulation of the proposals for Phase II.
2. **Phase II Post-Grant Funding Award.** Contingent on funding, provide the design and project management for upgrades to improve energy efficiency, safety, or performance under the CalSHAPE Ventilation and/or Plumbing Programs, including, but not limited to, the HVAC assessments, general maintenance, assessment reports, adjustment of ventilation rates, filter replacements and documentation for reporting under the requirements of the CalSHAPE Ventilation and/or Plumbing Programs as described in the current Program Guidelines, as may be updated on an ongoing basis, available here: <https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program> .

Contracting will be pursuant to California Government Code section 4217.10 et. seq. which establishes a process whereby school districts may enter into energy services contracts in which the program savings are shown to exceed for the cost of the improvements. Pursuant to Section 4217.12, Firms must complete a cost-saving analysis demonstrating:

That the anticipated cost to the District of the improvements to be provided under the contract will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of those improvements.

The District is seeking SOQs for interested firms that are capable of providing estimates, application, design, assessment, implementation, documentation, and reporting services in accordance with the AB 841 Program Guidelines and within the timeframe set by the Program Guidelines. In addition, proposing Firms are expected to comply with all Division of State Architect (DSA), California Environmental Quality Act (CEQA), and Public Works project requirements, as applicable, including payment of a prevailing wage and related labor reporting requirements.

SECTION III: SUBMITTAL FORMAT AND CONTENT

A. General

The qualifications proposal should show that the firm possesses the demonstrated skill and professional experience and qualifications to provide the services requested. Interested Firms must possess the required certifications set forth in the CalSHAPE Program Guidelines.

B. Contents

Qualifications proposals must contain sufficient detail to enable the District to determine the merits of the Firm. Qualifications proposals should address all elements requested below. The proposal shall not exceed 20 pages, excluding front and back covers, tabs, appendices (unlimited number of pages) and supporting documentation.

- 1. Cover Letter: (Limit: 2 pages)** Firm's complete name, business address, telephone number, email address, and the name and contact information, including email address of the individual the District should contact regarding this qualifications proposal. Include the signature(s) of the company officer(s) empowered to bind the Firm, with the title of each (e.g., president, general partner). Generally, this can be a part of the front page or cover letter of the proposal.
- 2. Firm and Consultants (if any), Organization, Credentials, Background (Limit: 5 pages):** Briefly describe your Firm's organization structure and consultants and its history describing its credentials and background, number of years in business, Department of Industrial Relations Public Works registration number, maximum Bonding Capacity, location of offices that will perform the work, number of employees company-wide and locally in San Diego County.
- 3. Resumes, Relevant Experience and Expertise of Project Team Members who would be assigned to this Project (Limit: 5 pages):** Names and biographies of the proposed Project Team members and an indication of their proposed roles. The District's evaluation will consider the entire team. No changes in the

successful Firm's team composition will be allowed without prior written approval of the District.

4. Project Experience and References (Company Employees and Individuals) (Limit: 5 pages):

- Provide information regarding experience with K-12 schools and success in similar energy efficiency projects. Include for each project:
 - Total project cost;
 - A summary of the scope of the project;
 - Whether the project was completed over or under budget; and
 - Funding sources identified and utilized.
- A summary of other relevant professional expertise and experience
- Provide a list of at least three (3) recent public school district client references for which your firm has performed CalSHAPE or similar services within the last three (3) years. References should include:
 - District name and address, contact name and phone number, identification of the project.

5. Fee Proposal (Limit: 2 pages). The fee proposal should be broken down by Phase I and Phase II costs and clearly identify any proposed ineligible costs, as defined in the CalSHAPE Guidelines.

The District will not pay for services before it receives them. Therefore, do not propose contract terms that call for up-front payments or deposits. The District reimburses direct expenses only at actual cost.

Firms should indicate an understanding of the "maximum award" amounts provided in the Guidelines and an intent to estimate the project at or under these maximums.

The District is open to fee proposals whereby Phase I fees are waived by the Firm and encourages proposers to limit ineligible costs.

Proposing firms will be expected to reimburse certain District legal and administrative costs up to a negotiated limit.

6. Litigation/Arbitration/Termination (Limit: 1 page): If the Firm or any designated project team member has been a party to any litigation, mediation, arbitration related to a prior Public Works project in the past ten (10) or has been terminated for cause in any Public Works project in the past ten (10) years, describe each event in detail and indicate the final results.

SECTION IV: PRE-SUBMITTAL ACTIVITIES

A. Questions Concerning Request for Qualifications

All questions, interpretations or clarifications, either administrative or technical must be requested in writing, via email, by 2 p.m. on October 13th, 2022, and directed to:

San Marcos Unified School District
Attn: Nick Brizeno
nick.brizeno@euhsd.org

B. Revision to the Request for Qualifications

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.

SECTION V: EVALUATION OF QUALIFICATIONS PROPOSALS

Qualifications proposals will be evaluated on a variety of criteria as described below, which includes, but is not limited to, professional qualifications and experience of the submitting entity, the specific team proposed, and the proposed fees. Based on this review of the qualifications proposals, and any potential interviews, the District shall rank the proposals, with the top-ranking going to the proposal deemed most advantageous to the District. The District will award a contract to the Firm or Firms with the most advantageous qualifications proposal based on this evaluation. This means the lowest cost proposal may not be selected. The District may, at its sole discretion, award to a Firm based on their proposal and interview alone without further consideration or the District may interview several Firms.

Evaluation Criteria

The District will evaluate all qualifications proposals submitted and select the successful firm from the contents of the RFQ responses based on the following criteria including, but not limited to:

- Timeliness and Completeness of Response
- Experience and Technical Experience of Firm/Individual Team Members to be assigned to the Project, particularly as it relates to K-12 Education and the CalSHAPE Assessment and Implementation Services
- Demonstrated Understanding and Experience with State Agency Rules and Regulations, specifically the CalSHAPE Program Guidelines
- Record of Past Performance
- Cost Control
- Ability of the firm to be present locally
- Billing Rates/Cost
- References
- Fiscal Soundness and/or Bonding Capacity

SECTION VI. CONTRACT AWARD

The District reserves the right to make an award of contract or multiple awards of contracts for this work. The District may select a Firm or Firms based on the highest proposal, or proposals and interview without further discussion or interviews with other Firms. The District is not obligated to invite any or all finalist for an interview.

SECTION VII. REJECTION AND WAIVER OF QUALIFICATIONS PROPOSALS

This request for qualifications does not commit the District to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request.

The District reserves the right to accept or reject any or all proposals received, to negotiate with qualified Firm(s) or cancel the request, and to waive any minor irregularities in the proposal or proposal process.

The District may require the Firm to submit additional data or information the District deems necessary to substantiate information presented by the Firm. The District may also require the Firm to revise one or more elements of its qualifications proposal in accordance with contract negotiations.

The District reserves the right to evaluate qualifications proposals for a period of sixty (60) days before deciding which proposal, if any, to accept.

SECTION VIII. SCHEDULE OF EVENTS

The District anticipates the following timeline for the process of selecting a Firm and project development:

<u>Action</u>	<u>Date</u>
Release of Request for Qualifications	September 22, 2022
Deadline for Submission of Questions	October 13, 2022
Revisions/Clarifications/Questions Answered Posted on Website	October 20, 2022
Deadline for Receipt of Qualifications	October 25, 2022
Interviews (if any)	n/a
Select and Notify Recommended Firm	November 1, 2022
Recommendation to the Board of Education	November 10, 2022

SECTION IX. GENERAL PROVISIONS

Limitation on Costs

For purposes of Phase II, any selected Firm(s) shall complete ventilation and/or plumbing work for cost equivalent to, or less than, the "maximum award" amounts provided in CalSHAPE Grant funds received for the particular scope of work. Firms(s) will be solely responsible for any costs in excess of CalSHAPE Grant funds received by the District.

Compliance with CalSHAPE Guidelines

The District expects all proposing Firms to have read and to be familiar with the CalSHAPE Ventilation and Plumbing Program Guidelines established by the California Energy Commission. In the event of a negative audit finding arising from noncompliance with these Guidelines, or any other procurement procedures or other obligations of the California Energy Commission related to AB 641, the selected Firm(s) will be required to reimburse the District for funds flagged as a part of any such negative audit finding.

Insurance

A selected Firm shall maintain insurance that is sufficient to protect the Firm's business against all applicable risks, and such coverage shall meet, at a minimum, the District's insurance requirements provide proof that your firm is capable of meeting the following insurance limits:

Automobile Liability	\$1,000,000
General Liability	\$2,000,000
Professional Liability	\$1,000,000
Workers Compensation	\$1,000,000

Insurance companies must be lawfully authorized to do business in 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, Property-Casualty.

Proof of insurance coverage must be provided for any consultant or subconsultant personnel.

Non-Collusion

By submittal and signing the qualifications proposal, the Firm is certifying that the qualifications document is genuine and not a sham or collusive, and not made in the interest of any person not named and that the Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.

Compliance with Laws and Regulations

The Firm shall comply with federal, state and local laws, regulations, and industry standards, including the most up to date California Energy Commission CalSHAPE Ventilation and Plumbing Program Guidelines. The Firm shall also comply with the Drug Free Workplace Act requirements of California Government Code Sec 8350 et. seq.

Withdrawal of RFQ

The Proposer may withdraw its qualifications proposal by submitting a written or email request signed by the Proposer's authorized representative, prior to the time and date specified for proposal submission to the District contact person identified in this RFQ

Qualifications proposals may be withdrawn and resubmitted in the same manner if done so before the proposal submission deadline. Withdrawal or modification offered in any other manner will not be considered.

Reservations

The District reserves the right to cancel this RFQ at any time prior to contract award without obligation in any manner for qualification proposal preparation, fee negotiation or other marketing costs associated with this RFQ. The District further reserves the right not to contract for the services described in the RFQ.

District may reject any or all qualifications proposals and may waive any immaterial deviation(s) in a qualifications proposal. District's waiver of an immaterial deviation shall in no way modify the RFQ documents or excuse the Proposer from compliance with the other provisions of this RFQ.

Confidentiality and Disposition of Qualifications Proposals

Qualifications proposals become the property of District and may be returned only at District's option and at the Proposer's expense. Information, excluding Proposer's financial information and proprietary information, as clearly marked by Proposer, contained therein shall become public documents subject to the Public Records Act. Proposer must notify the District in advance of any proprietary or confidential materials contained in the proposal and provide justification for not making such material public. The District shall have sole discretion to disclose or not disclose such material subject to any protective order which proposer may obtain.

Costs

Costs of preparing a Response/SOQ in response to this RFQ are the sole responsibility of the respondent.

Fingerprinting and Drug-Free Policy

The successful firm shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free Workplace Certificate.

Non-Discrimination

District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.

RFQ Certification

I certify that I have read the attached **REQUEST FOR QUALIFICATIONS FOR CALSHAPE ASSESSMENT AND IMPLEMENTATION CONSULTANT SERVICES**, the instructions for providing a response and the most up to date CalSHAPE Guidelines, available here: <https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program>, and that I agree to all certifications made therein.

Signature

Type or Print Name

Title

Company

Address

Telephone

Email

Date

If you are responding as a corporation, please provide your corporate seal here:

All materials submitted in response to this RFQ shall become the property of the _____ School District and may be subject to disclosure under the California Public Records Act (Gov. Code, §§ 6500, et seq.)