

**Stockton Unified School District
REQUEST FOR QUALIFICATIONS (RFQ) #24.040
CIVIL ENGINEERING AND SURVEYING SERVICES; ENVIRONMENTAL SERVICES;
AND GEOTECHNICAL ENGINEERING SERVICES**

Stockton Unified School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide civil engineering and surveying, environmental, and geotechnical engineering services for the District's Capital Projects ("Projects").

RFQ RESPONSE SCHEDULE SUMMARY

At this time and in accordance with Government Code 4525-4529.20, the District is requesting qualifications from respondents interested in being considered for Projects under this Program. A pool of qualified firms may be selected for future consideration to provide services for certain Projects.

The Request for Qualifications ("RFQ"), which includes instructions for its completion, is enclosed for your consideration. Respondents to this RFQ shall submit a completed Statement of Qualifications ("SOQ") and must conform and be responsive to the requirements set forth in this RFQ.

Respondents to this RFQ should mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on USB flash thumb drive of their Statement of Qualifications ("SOQ") labeled "Statement of Qualifications in Response to Stockton Unified School District's RFQ #24-040", as further described herein, to:

**Stockton Unified School
District
Attn: Vickie Brum, Director**

**Purchasing Department
RFQ #24-040**

ALL RESPONSES ARE DUE BY 2:00 P.M. ON JUNE 7, 2024.

Any SOQ received after that date and time will not be accepted and will be returned unopened.

Oral, telegraphic, facsimile, telephone or email RFQ Packets will not be accepted.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ please contact Vickie Brum at vbrum@stocktonusd.net before 4 p.m. on May 27, 2024. Answers will be posted on the District website by 4 p.m. on May 31, 2024 by way of an addendum to the RFQ.

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE
May 21, 2024	Release and advertisement of RFQ #24-040.	
May 27, 2024	Deadline for submission of written questions to District concerning RFQ #24-040.	4:00 p.m.
May 31, 2024	Addendum to RFQ, if required, published.	4:00 p.m.
June 7, 2024	Deadline for all submissions in response to RFQ #24-040.	2:00 p.m.
June 17 & 18, 2024	Interviews by appointment.	Begin 9:00 a.m.
June 19, 2024	Notification to selected firms.	4:00 p.m.
June 25, 2024	SUSD Board of Education Approval	

INTRODUCTION

Stockton Unified School District serves approximately 39,000 students. There are forty-one K-8 schools, four comprehensive high schools, three small high schools, one alternative education school, one special education school, one adult education school, and five charter schools.

The District is seeking SOQs from experienced entities to provide full civil engineering and surveying, environmental, and geotechnical engineering services ("Consultant") for the District's Capital Improvement Projects. Consultant may elect to propose on all or any combination of the services below:

1. Civil Engineering and Surveying
2. Environmental
3. Geotechnical Engineering

Any SOQ submitted in response to this RFQ must specifically state the scope of the above-referenced services for which the respondent is seeking to qualify. Firms wishing to submit a response for more than one of the above-referenced services must submit a separate SOQ for each service for which a response is being submitted. Any entity retained as a result of this RFQ and/or subsequent Request for Proposals shall be required to work cooperatively with District staff; the Governing Board; all other technical consultants; the architect; the project inspector; any program and/or construction manager, if any, retained by the District for the Project; any other entities retained by the District pursuant to this RFQ and/or subsequent Request for Proposals; citizens' oversight committee; other District committees; and the community to facilitate timely and professional completion of the Project.

This RFQ explains the services sought from the Consultant and generally outlines the Program requirements.

The District intends to select a pool of qualified firms for future consideration to provide services for certain future Projects.

PROGRAM/PROJECT(S) DESCRIPTION

The District's capital projects will include:

- 1) repairing and upgrading aging schools District-wide; school safety and security upgrades; and technology and science modernization projects.
- 2) program infrastructure, modernization, and new construction

Information regarding the District's capital projects may be found under the "Facilities and Planning Division," found in the list of Departments and Programs. The District's homepage is <http://www.stocktonusd.net>.

SCOPE OF SERVICES

Consultant must be capable of providing the full Scope of Services for any Program Project(s), as set forth in the District's form of "Independent Consultant Agreement for Professional Services" (Agreement), which is distributed with this RFQ as **Exhibit "A"** and incorporated herein by this reference. Consultant shall coordinate its Services with the District's representative, or his/her designee. Consultant shall also coordinate its Services with the District's other consultants. In general, the services to be provided by the Consultant selected as a result of this process will include:

1. Civil Engineering and Surveying:

1.1 Provide Civil Engineering and Surveying Services to obtain accurate topographic surveys which include locations of all structures, grading contours and above/below ground utilities for each project(s). Provide geophysical surveys of underground objects and appurtenances; and perform all services related to real property due diligence and compliance with the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA") and CERCLA-related rules and regulations. Locate all site features including but not limited to: easements, curbs, ramps, floor elevations, playground equipment, temporary classroom buildings, landscape and hardscape elements to prepare site base drawings in AutoCAD software.

1.2 In general, the services to be provided by the Consultant selected as a result of this process will include:

1.2.1 Aerial Survey - Consultant shall provide Aerial Surveys consisting of a topographic survey drafted at a scale of 1" = 20' based on aerial photogrammetry. This survey will show the location of aerially visible tree canopies, structures, walkways, fences, play fields, adjacent roadways and surface utility information within the project areas. The location of visible surface utility vaults, manholes and catch basins will be identified. Contours shall be shown at one (1) foot intervals and clearly define all slopes.

1.2.2 Comprehensive Underground Utility Surveys - Consultant shall contract with an underground utility locator to mark all utilities within the boundaries of each school site. The data will be added to the base aerial CADD drawing.

- 1.2.3 Supplemental Field Surveys - Consultant shall review existing as-builts and collect supplemental survey data on each campus as needed to compliment the aerial and utility surveys. Spot elevations will be shown to an accuracy of 0.1 (one tenth) of a foot. This data will be included in the base CADD drawing.
- 1.2.4 Comprehensive Boundary Surveys - Consultant shall perform a boundary survey of the subject properties to establish the calculated location of existing property lines. Consultant shall prepare a drawing showing the boundaries and known, plottable easements. If monuments are not present, Consultant shall set permanent monuments.
- 1.2.5 Title Reports - Consultant shall contract with a local title company to acquire current title reports for each school campus, as required.
- 1.2.6 Color Aerial Photo – If requested, include a color 24" x 36" photo of each school campus. The photo will be provided in digital format and plotted on high gloss photo paper mounted to a foam core board. The photo limits should extent approximately 500' beyond the limits of each campus.

2. Environmental (CEQA):

- 2.1 Ensure that District activities, as they apply to construction and modernization projects, are in compliance with applicable California Environmental Quality Act ("CEQA") laws and guidelines. The selected Consultants will be responsible for assisting the District, acting as the lead agency, with CEQA procedural requirements and providing all notices required as part of the CEQA process on a project-by-project basis.
- 2.2 In general, the services to be provided by the Consultant selected as a result of this process will include:
 - 2.2.1 Prepare CEQA documentation, including required notices, Initial Study, Notice of Exemption, Negative Declaration, Notice of Preparation, Environmental Impact Report ("EIR"), Notice of Completion, Responses to Comments, Mitigation Monitoring Plan, Final Environmental Impact Report, and Findings. Administrative drafts for District review prior to the finalization of documents for public review will be required.
 - 2.2.2 Manage the circulation of the Draft IS and MND/EIR to commenting agencies, interested groups and individuals.
 - 2.2.3 Coordinate public hearing(s), including public notices, attendance logs, meeting minutes and responses.
 - 2.2.4 Filing of documents with the State Clearing House and local jurisdiction.
 - 2.2.5 Provide and supervise sub consultant specialists in traffic, biology, and other areas as needed.
 - 2.2.6 Review alternative projects and sites as necessary.
 - 2.2.7 Provide advice on CEQA procedures and substantive issues, including

feasibility of specific mitigation measures.

2.2.8 Assemble and prepare appropriate responses to comments.

3. Draft Board level communication and Resolutions, as needed.

4. Geotechnical Engineering:

4.1 Provide soils investigation, geotechnical engineering and geo-hazard design services as required by California code and the Division of State Architect ("DSA") for review and approval by the California Geological Survey ("CGS"). Provide technical data as needed by the architectural/structural/civil design team for the development of construction drawings and specifications.

4.2 In general, the services to be provided by the Consultant selected as a result of this process will include:

4.2.1 Generate a written geotechnical report documenting the findings of all field work, studies, and analyses, as well as all resulting conclusions and recommendations, in accordance with the geotechnical/foundation investigation criteria and other California code and DSA requirements. Include the following in the written geotechnical report:

- Site location and description.
- Site plan with test boring locations.
- Logs of test borings identifying groundwater levels and bedrock elevations.
- Results of laboratory tests.
- Soil (including corrosivity, acidity, compression, percolation, etc.) and groundwater conditions.
- Seismic hazards.
- Site preparation procedures including site clearing, special subgrade treatments and grading as appropriate.
- Standards for engineered fill, backfill, subgrade preparations, over-excavation/re-compact, scarifications/re-compact, proof-rolling, compaction, and utility trenches.
- Surface drainage control recommendations including foundation drainage and waterproofing requirements.
- Foundation design parameters for static load conditions.
- Recommendations for slab-on-grade and conventional spread footings including minimum parameters for rebar, mesh, dowelling, joint spacing, aggregate sub-base, concrete pounds per square inch (psi), cement type, admixtures, etc.
- Estimates of structural settlement and coefficient of friction.
- Lateral earth pressure coefficients and recommended factors of safety.
- Recommendations for retaining wall design.
- Recommendations for handling groundwater problems.
- Percolation test results.
- Pavement design recommendations for both asphalt and concrete paving including swales, curbs and gutters.
- Seismic design criteria.
- Soil borne sulfate protection.
- Recommendations for construction observations and testing.

LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ 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 a response to this RFQ. The awarding of the Consultant contract(s), if at all, is at the sole discretion of the District.

The SOQs and any other supporting materials submitted to the District in response to this RFQ, will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQs and subsequent proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all SOQs and/or proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ or proposal.

FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to submit SOQs in response to this RFQ and no respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition, or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the 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/selection process, or the award of the contract with any member of the District, Board of Education, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent.

POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District may maintain a pool of qualified firms. Requests for recertification may be sent every two (2) 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.

FORMAT REQUIREMENTS

Firms responding to this RFQ must comply with the following format requirements. Material must be in 8-1/2 x 11-inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc. Total number of pages, not including tabs, shall not exceed 50 pages (this includes resumes of potential personnel). The number of pages does not include a brochure, if so provided, as indicated below in appendices.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the SOQ.

- The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:
 - No divider sheets or tabs
 - Pages with proprietary information removed
 - Text printed on one side only (i.e., no back to back pages)
 - A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information
- The electronic copy will only be accepted via a USB flash drive in the following programs: Microsoft Office Word or PDF.

CONTENT REQUIREMENTS

1. **COVER LETTER** (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of the respondent. If the respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Respondent must include one (1) of the follow statements:

"[INSERT RESPONDENT'S NAME] received a copy of the District's form of Independent Consultant Agreement for Professional Services ("Agreement") attached as Exhibit "A" to the RFQ. [INSERT RESPONDENT'S

NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement."

OR

"[INSERT RESPONDENT'S NAME] received a copy of the District's form of Independent Consultant Agreement for Professional Services ("Agreement") attached as Exhibit "A" to the RFQ. [INSERT RESPONDENT'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT RESPONDENT'S NAME] has objections to the use of the Agreement, listed as follows: [IDENTIFY ALL OBJECTIONS]."

- 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.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Respondent must include evidence that Respondent is legally permitted and properly licensed for the scope of services and to conduct business in the State of California.
- Respondent shall acknowledge receipt of all addenda issued as a part of this RFQ.
- Respondent shall sign and add the following language: *"By virtue of submission of this SOQ, [INSERT RESPONDENT'S NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
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- Federal Tax I.D. Number.
- License or Registration Number.

- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Total number of employees including a breakdown of the number in each job segment (i.e. administrative, technical support, etc.) Specifically list the number of any professional or certified employees in the company who may be required to complete the scope of services. (Example: number of registered surveyors in company for survey scope of work).
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. RELEVANT PROJECT EXPERIENCE

- Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) educational institution projects, and list the following for each project:
 - o District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - o Project name and location.
 - o Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
 - o Size of project.
 - o Main program elements.
 - o Description of services provided by your firm.
 - o Briefly state relevance of the project for consideration in this RFQ.
 - o Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
 - o Key individuals of the firm involved and their roles in the project.
 - o Any sub-consultants that worked with the firm.
- Describe your experience working with relevant state or local agencies.
- Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule.
- Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a K-12 school district.

4. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their qualifications relevant to the scope of services for the Project(s), including resumes.
 - Note: firm(s) selected for inclusion in the District's pool of qualified firms will be required to demonstrate long term relationships with any sub-consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent Request for Proposals for the Project(s).
- The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

5. 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 SOQ 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.

6. FEES

Although this RFQ is not a request for a specific proposal, the District requires each respondent to provide a fee schedule for the types of service that you offer. Be thorough and specific as this will form the basis of any contract for services that may be presented by the District. If referencing general condition costs, include typical staffing expectations, professional fee schedules, and a discussion of the total expected costs that the District could expect for specific projects.

- Provide detailed information on your billing practices (i.e. lump sum, other), including reimbursable cost categories and hourly billing rates by position for additional services.
- Provide detailed information on your firm's practices concerning discounted fees if selected.
- Provide a proposed staffing plan. Please indicate the level of effort (Full Time Equivalent) for each proposed Project position and a reimbursable schedule that depicts only those expenditures that are exclusive to, and in support of, the Project as described in the proposed work plan.
- Included within the proposed schedule of rates should be the identification of proposed reimbursables. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. Reimbursables may require receipts to be provided to the District.

- Include an escalation rate and schedule if fees are expected to change. The rates shall show adjustments for 2023, 2024, etc. up to 2025.

7. APPENDIX

- Firm brochure/history/background, reprints, etc.

SELECTION PROCESS AND CRITERIA

The District will evaluate all submissions. Each submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified. Based upon the information presented in the submissions, the District may elect to conduct interviews with some or all of the respondents. After the interviews, if any, the District will identify the firm(s)/team(s) for inclusion in a pool of qualified firms for future consideration to provide civil engineering and surveying, environmental, and geotechnical engineering consulting services.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar educational institution services including successful experience with DSA and ability to meet schedules;
- Experience, education, results and professional expertise of proposed personnel;
- References from clients contacted by the District and quality of past work;
- Technical capabilities of firm and track record of use;
- History of any disputes and performance issues including final resolution; and
- Overall responsiveness of the SOQ.

DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQs. The District may request a respondent to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the District's discretion, firms may be asked to

arrange a tour of a representative facility which they have been responsible for.

INTERVIEWS

The District, at its sole discretion, may elect to interview selected firm(s). The District may elect to interview one or more firms. If a firm is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District to review the firm's proposal and other matters the District deems relevant to its evaluation. Any comments or proposed changes to the form of Agreement attached hereto as Exhibit "A" shall be provided in writing five business days before the interview and may be the subject of inquiry at the interview.

FINAL DETERMINATION AND NOTIFICATION OF INCLUSION IN POOL

The District reserves the right to contract with any entity responding to this RFQ for all or any portion of the work described herein, to reject any SOQ as non-responsive, and/or not to contract with any respondent for the services described herein, and/or to request subsequent proposals from firms selected for inclusion in the District's pool of consultants. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ in response to this RFQ, including any supporting materials.

Awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the contract 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 firm responding to this RFQ.

ATTACHMENTS

1. **EXHIBIT A** - Independent Consultant Agreement for Professional Services.

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!