

Rowland Unified School District  
1830 Nogales Street  
Rowland Heights, CA 91748

Due Date March 26, 2024

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REQUEST FOR STATEMENT OF QUALIFICATIONS AND PROPOSALS  
FOR  
PROJECT INSPECTION SERVICES “RFQ/P 2023-24 (Q11)”

The Rowland Unified School District (“**District**”) is requesting submission of statement of qualifications and proposals (together, “**Response**”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) to perform project inspection services for the **District-wide installation of solar shade structures (“Project”)**.

The District is authorized by California Government Code section 53060 to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required, which the District is utilizing.

Firms that intend to submit a Response to this Request for Qualifications and Proposals “**RFQ/P 2023-24 (Q11)**” must be appropriately certified, licensed, insured. Also, Firms may be located anywhere, but must maintain a staffed full-service office within seventy-five (75) miles of the District.

**Questions.** Questions regarding this RFQ/P must be submitted in writing and directed only to Rosana McLeod, Director of Purchasing via email at [rmcleod@rowlandschools.org](mailto:rmcleod@rowlandschools.org). All questions must be submitted by **10:00 AM on March 15, 2024**. The District may respond to questions presented via addenda to this RFQ/P. **Firms are NOT to contact any other District personnel directly with inquiries regarding this “RFQ/P 2023-24 (Q11)”**.

**Responses/Submittals.** Interested Firms are invited to submit a Response to the District via email in .pdf format to [rmcleod@rowlandschools.org](mailto:rmcleod@rowlandschools.org) accordance with this RFQ/P no later than **10:00 AM on March 26, 2024**.

**Notice.** This is not a request for bids or an offer by the District to contract with any Firm responding to this “**RFQ/P 2023-24 (Q11)**.” The District reserves the right to reject any and all Proposals. All materials submitted to the District in response to this RFQ/P shall remain the property of the District.

The RFP will be posted on our District’s website at [www.rowlandschools.org](http://www.rowlandschools.org)

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

**Advertisement: San Gabriel Valley Tribune**

**Posted:** February 23, 2024  
March 1, 2024

## 1. General Information.

- 1.1. **General.** The District invites qualified Firms to submit a Response related to its ability to provide the Services, as more fully indicated in the “Scope of Services” section herein. Firms must have extensive experience with the Office of Public School Construction (“OPSC”), the International Building Code, Title 24 of the California Code of Regulations, California Department of Education (“CDE”), Department of Toxic Substance Control (“DTSC”), California Geologic Survey, and the Division of the State Architect (“DSA”). Firms must be able to provide DSA certified project inspection services. Firms must have extensive experience in the inspection of the construction of public school facilities in addition to being a public school district representative, working with District personnel, architects, contractors and other school facility related consultants.
- 1.2. **Scope of Services.** The selected Firm(s) must be prepared to perform some or all of the Services described in the **Form of Agreement for Project Inspection Services (“Agreement”)** attached hereto as **Attachment A (“Services”)** for the following sites: **Alvarado Intermediate School, Building Services & Transportation, District Office, Giano Intermediate School, Nogales High School, Oswalt Academy, Rowland High School, and Telesis Academy.**

**Link to 103, Approval Plans/Letter, DSA Approved Plans and DSA Submitted Plans:**

<https://app.box.com/s/bh2x6icngu2vj0eugtkupur6kj3a1k5n>

- 1.3. Should be 8 sites: **Alvarado Intermediate School, Building Services & Transportation, District Office, Giano Intermediate School, Nogales High School, Oswalt Academy, Rowland High School, and Telesis Academy.**

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

- 2.1. **Content of Response.** Firm’s Response must be concise, well organized, and demonstrate Firm’s qualifications, and shall be formatted as outlined below.
  - 2.1.1. **Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Firm(s), address, telephone, emails, and the name, title, and signature of the person(s) authorized to submit the Response on behalf of the Firm. The Letter of Interest should provide a brief statement of what will make the Firm a good fit for work in the District.
  - 2.1.2. **Table of Contents.** A table of contents of the material contained in the Response should follow the Letter of Interest.
  - 2.1.3. **Proposed Personnel/Firm Team.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate Firm’s and personnel’s availability to provide the Services. If the Firm would utilize resources from more than one office, indicate office locations and how work would be coordinated. Provide information on subconsultant team members and information on recent and successful associations with designated subconsultants.
  - 2.1.4. **Firm Information.** Please include the following:

- 2.1.4.1. Provide a brief history of Firm, 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.
  - 2.1.4.2. Describe Firm's philosophy and how Firm intends to work with the District's program managers, architects, District administration officials (including assistant superintendents), facilities directors, teachers and site principals.
  - 2.1.4.3. Provide a statement of Firm's financial resources and provide a statement demonstrating that Firm can meet the insurance requirements as set forth in the Agreement.
  - 2.1.4.4. Provide a statement of **ALL** claim(s) filed against Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s). For the claim(s) identified herein, identify which claims proceeded to mediation, settlement meetings or similar dispute resolution proceedings, and describe the outcome of the mediation or other proceeding.
  - 2.1.4.5. Include letters of reference or testimonials, if available. Firm should limit letters of references or testimonials to no more than ten (10).
  - 2.1.4.6. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Firm's qualifications and expertise.
- 2.1.5. **Prior Relevant Experience.**
- 2.1.5.1. Describe Firm's experience inspecting public construction projects, including those related to bond programs and solar projects.
  - 2.1.5.2. Describe your experience with DSA and working within the DSA processes. Specifically, describe your experience and strict compliance with the DSA inspector card process and final closeout.
  - 2.1.5.3. Describe Firm's approach to quality control/assurance procedures, including coordination of design disciplines.
  - 2.1.5.4. Discuss the Firm's ability to meet strict schedules and deadlines, Firm's schedule management procedures, and how the Firm has successfully handled potential delays.
  - 2.1.5.5. **Past Projects.** Identify **ALL** K-12 projects performed by Firm in the past five (5) years. Limit your Response to no more than the ten (10) **MOST RECENT** projects and five (5) **MOST RECENT** solar projects. If Firm has provided its services to school districts at multiple project sites as part of an overall construction program, please indicate that and Firm may adjust its Response as the Firm wishes from up to 10 "programs," to up to 10 "projects," or a combination of these. Include the following information for each project (or program, as applicable):
    - 2.1.5.5.1. Name of project and District,
    - 2.1.5.5.2. Name of project architect,
    - 2.1.5.5.3. Scope of projects, description of services provided,
    - 2.1.5.5.4. Contact person and telephone number at District,
    - 2.1.5.5.5. Firm person in charge of each project,

- 2.1.5.5.6. Dollar value of each project,
  - 2.1.5.5.7. Original construction budget and final construction cost, and
  - 2.1.5.5.8. All litigation arising from the project, if any. Provide information related to the issues in the litigation, the status of litigation, names of parties, and the outcome. This includes any litigation between a contractor and a school district and/or an architect in which Firm was or was not named.
- 2.1.6. **Firm's Current Work Commitments.** Specify the current and projected workload of Firm and describe Firm's ability to complete the Services as required herein.
- 2.1.7. **Additional Data.** Provide additional information about the Firm as it may relate to Firm's Response.
- 2.1.8. **Conflicts of Interest.** If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work for District construction or bond projects, or any other work with the District that may have a potential to conflict with Firm's ability to provide the Services described herein to the District. **Except for the Services specifically contracted for under its Agreement(s) with the District (if any), a Firm cannot submit, propose, bid, contract, subcontract, consult, or have any other economic interests in the project to which the Firm may provide those Services.**
- 2.2. **Compensation.** Provide Firm's proposed fee for performance of the Services for the Project.
- 2.2.1. **Fee Structure.** State if the proposed fee is based on an hourly rate, an hourly rate with a maximum "not to exceed" for a Project, a percentage of the construction costs, a combination of these structures, or another structure.
  - 2.2.2. **Fee Schedule.** Please provide a current hourly fee schedule which will be used for the performance of, if approved by the District, hourly work for Services or additional or extended Services as defined in the Agreement. If referencing basic services costs, include typical staffing expectations, professional fee schedules, and variations that the District could expect for this Project, if applicable.
  - 2.2.3. **Billing Practices.** Please also provide detailed information on your billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories.
  - 2.2.4. **Additional Costs.** Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.
- 2.3. **Agreement Form (Attachment A).** If a Firm has any comments or objections to the Agreement it must provide those comments or objections in its Response. The Agreement (which includes insurance and indemnification provisions) specifies the Services generally, but the District reserves the right to adjust the Agreement and the Services as necessary for the Project. **PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement if they are not submitted at or before the time the Firm's Response is due.**
3. **District's Evaluation / Selection Process.** The District intends to select one (1) Firm, but reserves the right to select multiple or no Firms, that best meet the District's needs to perform the Services as described in this RFQ/P and the Agreement.
- 3.1. **Selection of Finalists.** Based on its evaluation of Responses, District staff will select finalists for further evaluation ("Finalists"). The criteria for selecting Finalist(s) may include, without limitation:

- 3.1.1. Experience and performance history of the Firm with similar projects
- 3.1.2. Experience and performance history of the Firm with the District
- 3.1.3. Experience and results of proposed personnel
- 3.1.4. References from clients contacted by the District
- 3.1.5. Technical capabilities and track record of the Firm
- 3.1.6. Overall responsiveness of the Response
- 3.1.7. Firm's pricing information

3.2. **Interviews.** From the Firms who provide a Response to the District, the District may, at its discretion, interview some or all of those Firms. Interviews may occur before or after the selection of Finalists.

3.3. **District Investigations.** The District may perform investigations of proposing parties that extend beyond contacting the districts identified in a Firm's Response.

3.4. **Final Determination and Award.** The District reserves the right to contract with any entity responding to this RFQ/P, to reject any Response as non-responsive, and not to contract with any Firm for the Services described herein. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek Responses from or to contract with any Firm not participating in this process. District staff intend to present the successful Firm(s) meeting the requirements of this RFQ/P to the Board of Education for consideration regarding an award of contract.

#### 4. **Terms and Conditions.**

4.1. The District is not responsible for late delivery of a Response or the cost of preparing any Response. It is the responsibility of the responding Firm to ensure that the Response is submitted on time to the District. Responses that are received after the deadline may not be considered.

4.2. The selected Firm(s) and each of its (their) subconsultants and/or co-venture partners, shall comply with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, as amended, Executive Orders 11246, 11375, and 12086, the California Fair Employment and Housing Act beginning with Government code section 12900, Labor Code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (ADA). Firms shall be responsible for establishing and implementing an ADA program within the Firm's workplace. Firms shall not discriminate against any prospective or active employee based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The selected respondent shall cause the above provisions to be inserted in all subcontracts for any work covered by this RFQ/P so that such provisions will be binding upon each subconsultant.

4.3. **Public Records.** Responses to this RFQ/P will become the property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq. Those elements in each Response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its Response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Trade Secret," "Confidential," or "Proprietary," the Firm agrees, by submission of its Response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

**Attachment A**

**Form of Agreement for Project Inspection Services (plus Exhibits)**