

Cloverdale Unified School District
March 25, 2019

REQUEST FOR PROPOSALS FOR SOILS AND SURVEYING SERVICES

The Cloverdale Unified School District (“District”) invites proposals from qualified firms to provide soils and surveying services to the District.

Interested firms are invited to submit their proposals as described below’ Five (5) originals of the requested materials should be sent to:

Cloverdale Unified School District
97 School Street
Cloverdale, CA 95425
Attn: Patricia Mills, Chief Business Official

Questions regarding this RFP may be directed to Patricia Mills, Chief Business Official, millsp@cusd.org. 707-894-1999.

All proposals must be received on or before **2:00 p.m. on April 11, 2019**.

This is not a formal request for bids or an offer by the District to contract with any party responding to this request. The District reserves the right to reject any and all proposals.

Small businesses and disabled veteran business enterprises are encouraged to participate in the selection process.

Sincerely,

Jeremy Decker, Superintendent
Cloverdale Unified School District

ANTICIPATED SCHEDULE

Proposals Due: Before **2:00 p.m. on April 11, 2019**
Anticipated Board Approval: TBD

SCOPE OF SERVICES

The soils and surveying services will include, but not necessarily be limited to, **General Soils and Surveying Services at various District sites, including but not limited to, projects funded in whole or in part by the District’s Measure H general obligation bond.**

INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The District intends to select the firm that best meets the District’s needs to perform the planning, design, and services as described in this Request for Proposals.

1. PROPOSAL REQUIREMENTS: All proposals must be typed. No corrections or changes will be allowed after the time for submitting the proposals.
2. FEDERAL OR STATE REGULATIONS: The Soils and Surveying firm’s proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the federal and State governments now in effect or which shall be in effect during the period of such contract.
3. NON-DISCRIMINATION: The Soils and Surveying Firm shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age or non-job related handicap or disability. Failure to comply with these provisions shall be considered cause for rejection of a proposal or termination of any contract.
4. INDEMNIFICATION: The Agreement shall include the following indemnity requirement:

“SOILS AND SURVEYING FIRM” shall defend and indemnify District and its officials and employees against any and all claims, demands, liability, losses, damages, and expenses, including attorneys’ fees and court costs (collectively, ‘Claims’), which arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of the “SOILS AND SURVEYING FIRM” and are in any way connected to the work covered by this Agreement. However, “SOILS AND SURVEYING FIRM” shall have no obligation to defend or indemnify District Parties against Claims caused by the sole negligence or willful misconduct of District Parties. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for “SOILS AND SURVEYING FIRM” or its agents under workers’ compensation acts, disability benefit acts, or other employee benefit acts.”

5. **CONFLICT OF INTEREST:** District employees or consultants are prohibited from participating in the selection process when they have a financial or business relationship with any private entity seeking to enter into a contract with the District. The District requires compliance with all laws regarding political contributions, conflicts of interest or unlawful activities.

PROPOSAL REQUIREMENTS

All materials submitted to the District in response to this Request for Proposals will remain property of the District. The responses will be considered public records, subject to disclosure under the Public Records Act. Each proposal shall include the following information:

1. Name, address, contact numbers, e-mail, website, brief history of the firm, and summary of experience with public school or college projects.
2. Identify the legal form, ownership, and senior officials of the firm.
3. Identify the proposed sub-consultant(s) by name, address and work to be performed.
4. List all applicable licenses including license numbers and expiration dates.
5. Submit detailed resumes of personnel who may be assigned to work for the District.
6. Describe at least three (3) projects completed by the firm within the past five (5) years that involved soils and surveying services for a public school or college or other public agency. Identify project names and location and the size and date of service. Describe the nature of each project. Detail your experience working with DSA. Include a list of three (3) references including contact names and telephone numbers for the identified projects.
7. Provide examples of project budgeting and cost estimating.
8. Submit a detailed proposed fee schedule.
9. State whether you have been involved in litigation with any client in the last three (3) years, and if so state the details. State whether any contract with a client has been terminated for cause in the last (3) years and if so state the details.

EVALUATION AND SELECTION PROCESS

The District's selection committee will perform the selection process in three phases:

1. **Qualification Phase:** Receive and review proposals and selection of a "short list" of finalists.

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2. **Interview Phase:** Check backgrounds. Interviews may be conducted at the discretion of the District. Select the preferred soils and surveying firm for recommendation to the Cloverdale Unified School District Board of Trustees.
3. **Approval Phase:** The Board of Trustees will vote to approve an engineering firm.

The following criteria will be used in evaluating and selecting the prospective firm:

- A. Clarity of submittal and responsiveness to the RFP.
- B. Project Team – Qualifications, education and relevant experience of the key team members.
- C. Project Management – Project planning, coordination, scheduling, cost control, capabilities and techniques.
- D. Demonstration of experience in the design of energy efficient and environmentally sound facilities.
- E. Quality Control – Quality of previous projects and record of budget and schedule performance.
- F. Project Approach – The techniques, procedures and tools used in other similar projects applicable to this project.
- G. Comparison of billing rates.