

**REQUEST FOR QUALIFICATIONS  
FOR  
ENVIRONMENTAL AND/OR GEOTECHNICAL SERVICES**

By way of this Request for Qualifications (RFQ), the Chico Unified School District (District) intends to pre-qualify a limited number of full-service environmental and/or geotechnical consulting firms (each, a “Consultant”) to provide a variety of environmental and geotechnical services to, and on behalf of, the District. It is our desire that this RFQ process will enable the District to streamline the process by which Consultants are selected to perform work for the District, which should expedite the provision of needed services to the District.

The purpose of this RFQ is to obtain information that will enable the District to select a limited number of pre-qualified consultants (each, a “Pre-Qualified Consultant”) that can assist the District in connection with such environmental and geotechnical services as the District may, from time to time, require in connection with the investigation and development of properties throughout the District. Each Consultant responding to this RFQ should be prepared and equipped to provide complete and detailed environmental and or geotechnical services on behalf of the District in an expeditious and timely manner, and on relatively short notice, to enable the District to meet critical time deadlines and schedules.

If your firm is interested in performing environmental and or geotechnical work for or on behalf of the District, please submit to the District a detailed summary of your firm’s qualifications in accordance with this RFQ. The deadline for receipt of all materials responsive to this RFQ (each, a “Response”) is **2:00 p.m., on February 16, 2018** (the “Response Deadline”). Note that Responses delivered after the Response Deadline may not be considered. One (1) original hard copy and one (1) electronic copy of your Response should be submitted to:

Chico Unified School District  
Facilities & Construction Department  
2455 Carmichael Drive, Chico, CA 95928  
Attention: Julie Kistle, Director

Consultants interested in being considered for contract awards are invited to submit a response based on the following:

**INTRODUCTION.**

In order to make an informed decision as to the advisability and cost-effectiveness of the development or redevelopment of any particular location on a school site or other District owned property, the District will commission both environmental and/or geotechnical studies for the targeted properties in such scope and detail as required by the California Department of Education (CDE) and the Educational Code (Code). All Consultant’s submitting a Response to this RFQ, and seeking to become a Pre-Qualified

Consultant with respect to environmental and geotechnical services, should be extremely familiar with all applicable CDE and Educational Code requirements, and capable of providing work product that will enable the District to strictly comply with said requirements.

Pre-Qualified consultants are in no way guaranteed to receive any work from the District; however, it is the District's intent to look primarily to the pool of Pre-Qualified Consultants when choosing a Consultant to perform site assessment work for the District. The District, on an "as-needed" basis, will request proposals from one or more Pre-Qualified Consultants to provide property site assessment services on behalf of the District, and the District can allocate work to said Pre-Qualified Consultants without having to request and evaluate additional information as to the Consultants qualifications. [See Section 7 below.]

1. **SCOPE OF WORK.** Each Consultant must be prepared to provide turn-key services for such environmental or geotechnical engineering work as the District may hereafter require, and each Consultant must be prepared and equipped to provide such services in a timely manner and on relatively short notice to enable the District to meet critical time deadlines and schedules.

2. **QUALIFICATIONS.** Each Consultant shall be qualified to perform, at a minimum, one or more of the following tasks which should be identified in your response. If your firm can only provide services for one of the services identified below, please identify this in your response and list the qualifications for each activity.

A. Geotechnical Services.

1. Supervision of all work by a registered geotechnical engineer and/or a registered engineering geologist (depending on the work envisioned by the Proposal).
2. Familiarity and experience with relevant Code and CDE requirements pertaining to the assessment and remediation of geological, soils and seismic conditions relevant to determining the suitability for acquisition and or development of schools or other District facility needs in California.
3. Inspection and preparation of surfaces to receive compacted fill in accordance with all building department and CDE requirements.
4. Supervision and certification of the placement and compaction of fill, including all required testing and reports.
5. Soils, geological, seismic, and geotechnical testing and experience and expertise respecting all of the foregoing.
6. Preparation of reports pertaining to the above scope of work, which reports shall include recommendations and cost estimates as appropriate.
7. Groundwater monitoring and reporting to appropriate agencies.

## **Environmental Services.**

### **B. DTSC related work:**

1. Supervision of all environmental assessment and remediation work by a qualified “environmental assessor”, as defined in Ed. Code § 17210(b).
2. Familiarity and experience with relevant Code and CDE requirements pertaining to the assessment and remediation of environmental contaminants, and the applicability of same in connection with determining the suitability for acquisition and or development of school sites or other District facilities in California.
3. The performance of Preliminary Site Assessment (Phase I) work in accordance with ASTM, Code and CDE requirements, including the provision of studies and reports summarizing all findings and recommended courses of action.
4. The performance of Preliminary Endangerment Assessment (PEA) work as required by the Code, the CDE, and California’s Department of Toxic Substances Control (DTSC), including the provision of studies and reports summarizing all findings and recommended courses of action.
5. Remediation of environmental contaminants (and preparation of applicable work plans and reports) in accordance with all Code, CDE and DTSC requirements.

3. **RESPONSE FORMAT.** A Consultant’s Response shall not exceed 20 pages, excluding resumes, brochures, and other related materials, but, at a minimum, said Response shall include all of the following information:

- A. Consultants may choose to provide qualifications to perform only one of the Environmental services, geotechnical services, or both. Only one response is necessary if consultant is providing qualifications for both environmental and geotechnical services.
- B. A summary of Consultant’s relevant expertise and experience in geological hazards assessment, geotechnical engineering, soils engineering, and environmental assessment and remediation services, especially as it relates to school sites and facilities.
- C. Identification of Consultant’s project team and their specific expertise and experience in geological hazards assessment, geotechnical engineering, soils engineering, and environmental assessment and remediation services, especially as it relates to school sites and facilities.
- D. Information on the location of Consultant’s headquarters, as well as any satellite offices, with the address and contact information for each office(s), and the primary contact person for the Consultant.
- E. An appropriately detailed description of projects (particularly school projects) Consultant has worked on within the last three (3) years which demonstrates Consultant’s relevant experience and successes respecting public works in general, and school projects in particular. Each project description should

include a client contact by name, title, and phone number who will be contacted for verification.

- F. Consultant's familiarity with CDE and Code requirements relating to school site acquisition and development activities, specifically in the areas of geological hazards assessment, geotechnical engineering, soils engineering, and environmental assessment and remediation work.
- G. A schedule of sub-consultants or sub-consultant categories, if any, likely to be used by the Consultant in carrying out any work that may be awarded to Consultant by the District.
- H. A schedule of all K-12 Public School District contracts held within the last five (5) years, including with respect to each project, the project name and the property address, the contract amount, and Consultant's contact person at the District on said project, Billing rates for all personnel and/or categories of employees, as well as any overhead or other special charges. If applicable, Consultant's Response should provide estimates for certain standardized projects such as Phase I environmental assessments and/or geological/seismic reviews based on available documentation.
- I. **Forms: Completion of attached Forms A, B, C, D & E.**

The District shall not be responsible in any manner for the costs associated with the preparation or submission of Consultant's Response. The Response, including all drawings, plans, photos, and narrative materials, shall become the property of the District upon the District's receipt. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose.

4. **INSURANCE.** Any Consultant selected to undertake work on behalf of the District shall be required to maintain and provide certification of adequate insurance coverage as specified by the District. Typical insurance required by the District includes, but may not be limited to: no less than \$2,000,000 per occurrence for commercial general liability, and no less than \$1,000,000 per claim for professional liability insurance.

5. **SELECTION CRITERIA.** Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting Pre-Qualified Consultants. The evaluation criteria are as follows:

- A. Timeliness and Completeness of Response. To receive maximum consideration, Consultant's Response must be received by the Response Deadline. In addition, Consultant's Response will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFQ.
- B. Technical Qualifications and Competence. This includes experience, expertise, and familiarity with applicable laws and requirements for public works projects in general, and school projects in particular.
- C. Record of Past Performance. This includes work quality, completion of work on schedule, cost controls, contracts held with the District over the last 10

years, as well as the response of references provided by the Consultant, or any other references identified by the District.

- D. Approach to Work. This includes project management and coordination methodologies, analysis, and study approaches and ability to respond to emergencies and delays.
- E. Cost Control. This includes cost control procedures, preliminary cost estimates, personnel utilization, billing rates for personnel and Consultant's policies respecting the pass-through to the District of overhead costs.

Based on its evaluation of the Responses that it receives, the District may select one or more Pre-Qualified Consultants. The District reserves the right to request that some or all of the respondents submit additional written information and or they consent to be interviewed by selected District personnel and/or representatives. The District also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFQs, and or (iii) provide for other mechanisms for Consultants to become Pre-Qualified to provide environmental and or geotechnical services to the District.

**6 POLICES APPLICABLE TO CONTRACT AWARDS.** All work to be performed under any awarded contract must conform to all requirements of the District and, if applicable, the CDE and all other governmental agencies with jurisdiction. Consultant(s) that are pre-approved by this RFQ process to perform work for the District and hereafter are ultimately selected to perform work for the District, may be responsible for: (i) obtaining all permits and approvals required to carry out the work, and (ii) coordinating all of its activities with the relevant property owners and their tenants and neighbors, the District, the CDE, and all other entities having jurisdiction or are likely to be affected by Consultant's activities.

Specific environmental and or geotechnical projects will be authorized by separate work orders as required. A Pre-Qualified Consultant may be requested by the District to submit a work task proposal (a "Proposal") for a particular site or project. Each Proposal shall describe the Consultant's experience and expertise with respect to the services, if any, that are unique to a detailed scope of services, a completion schedule, a schedule of professionals that will be used to supervise and staff to complete said work scope, and a not-to-exceed dollar amount for the services to be performed.

Project awards will be based on cost factors and the District's determination of the various Consultants' ability to carry out the required work in a timely and competent manner, which evaluation will take into consideration the District's previous experience with the Consultants and an evaluation of objective and subject factors garnered by the District by way of its analysis of: (i) the Consultants' past performance on other projects, (ii) information set forth in the Consultants' Proposal, and or (iii) additional information or materials that may hereafter be requested of the Consultants, or otherwise obtained by the District.

The District reserves the right to negotiate the terms and conditions of any contract for the above referenced services, that may hereafter be let by the District. The District also reserves the right to: (i) withdraw this RFQ, (ii) reject any or all Responses or Proposals, or (iii) terminate or change the contracting process set forth in this RFQ because of unforeseen circumstances.

7. **QUESTIONS RESPECTING RFQ PROCESS.** Please call the District's Facilities and Construction Department at (530) 891-3215 if you have any questions.

**The District thanks you for your interest in providing services to the District and invites your Response hereto in accordance with the terms of this RFQ.**

**ATTACHMENT A**

**CERTIFICATION – REQUEST FOR QUALIFICATIONS**

I certify that I have read and received a complete set of documents regarding the attached **Request for Qualifications – ENVIRONMENTAL AND OR GEOTECHNICAL SERVICES, AND THE INSTRUCTIONS FOR SUBMITTING AN RFQ.** I further certify that I must submit one (1) original and three (3) copies of the firm's Proposal in response to this request and that I am authorized to commit the firm to this proposal as submitted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
License Number of Company and Type

\_\_\_\_\_  
Date

**ATTACHMENT B**

**STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION**

Company Name: \_\_\_\_\_

(Check One): \_\_\_\_\_ Corporation    \_\_\_\_\_ Partnership    \_\_\_\_\_ Sole Proprietorship

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact email: \_\_\_\_\_

Telephone/FAX#: \_\_\_\_\_

Date and State of Formation/Incorporation: \_\_\_\_\_

Is the company authorized to do business in California? \_\_\_\_\_

Basis of Authorization: \_\_\_\_\_ California Corporation \_\_\_\_\_ California Business License  
\_\_\_\_\_ California Engineering License \_\_\_\_\_ Other (specify)

Identify the California office to be used for this contract if organization is located/headquartered outside of California:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINACIAL INFORMATION**

State the company's California and total revenues for 2014, 2015, 2016:

	<u>2014</u>	<u>2015</u>	<u>2016</u>
California:	_____	_____	_____
Total:	_____	_____	_____

Identify the largest project, in dollars, which your company has initiated or completed within the past five (5) years:

\_\_\_\_\_  
\_\_\_\_\_



**ATTACHMENT C**

**ANSWER THE FOLLOWING QUESTIONS**

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? \_\_\_Yes \_\_\_No If yes, explain on a separate, signed sheet.
  
2. Does the company have an ongoing relationship or affiliation with an equipment manufacturer? \_\_\_Yes \_\_\_No If yes, explain on a separate, signed sheet.
  
3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? \_\_\_Yes \_\_\_No If yes, explain on a separate, signed sheet.
  
4. In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party? \_\_\_Yes \_\_\_No If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.
  
5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership? \_\_\_Yes \_\_\_No If yes, explain on a separate, signed sheet.
  
6. Has the company ever had an arbitration or litigation on contracts in the past five (5) years? \_\_\_Yes \_\_\_No If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.
  
7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company? \_\_\_Yes \_\_\_No If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, of dispute, and brief description of the situation.

THE UNDERSIGNED DELARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS PROPOSAL IS TRUE AND CORRECT.

**SIGNATURE:**

\_\_\_\_\_

**NAME:**

\_\_\_\_\_

**TITLE:**

\_\_\_\_\_

## **ATTACHMENT D**

### **PROJECT REFERENCE FORM**

Provide information for the past five (5) years for contracts that your firm has completed, or has in progress, which most closely represents the services requested in this RFQ. Provide the following information:

1. Project title and location
2. Name, address, and phone number of contact person
3. Nature of firm's responsibility
4. Type of contract (performance, direct cost, etc.)
5. Contract amounts
6. Start date
7. Current status

For one of the above projects, provide a cost breakdown of the following project components: technical analysis, design and implementation, project management, monitoring, training, educational programs, maintenance (if any), and budgeting.

**ATTACHMENT E**

**CHICO UNIFIED SCHOOL DISTRICT**

**STATEMENT OF NON-CONFLICT OF INTEREST**

The undersigned, on behalf of the consulting firm set forth below (Consultant), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Proposal, shall do so as an independent contractor and not as an officer, agent or employee of the Chico Unified School District (District). The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years; (2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months; (3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the consultant Agreement; and (4) the consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the consultant aid, abet or knowingly participate in violation of this statement.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_