

# REQUEST FOR QUALIFICATIONS

For

## California Schools Healthy Air, Plumbing, and Efficiency Ventilation (CaLSHAPE) Application and Implementation Professional Services

May 24, 2022



# AUBURN UNION SCHOOL DISTRICT

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### Owner

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Request for Qualification Issued:

May 25, 2022

Deadline for Submittal of Statement of Qualifications: June 10, 2022

# AUBURN UNION SCHOOL DISTRICT INFORMATION PAGE

## I. Overview

**The Auburn Union School District (AUSD) is seeking Statement of Qualifications (SOQ) from qualified organizations to provide design-build professional services for the School Reopening Ventilation, Energy efficiency Verification and Repair Program for the CalSHAPE program.** AUSD intends to use the competitive qualification process for the California School Reopening Ventilation, Energy Efficient & Repair Program for HVAC & Plumbing to select a qualified firm based on technical criteria to provide expertise for the application, design, assessment, implementation, documentation & reporting requirements for the AB-841 CalSHAPE program. The program funding will be for the ventilation systems to meet certain classroom ventilation requirements and non-compliant plumbing fixture upgrades.

The selected firm shall be a single point of contact (POC) for AB-841 related projects and shall assist AUSD with the applications for grant funding. Upon approval of the AB-841 grant funding, the selected firm will serve as a design-build entity and a single POC for the implementation of the scope of work and energy efficient projects associated and related to the approved funding for qualified school sites. Any other California LEA who wishes to participate (piggyback) onto this RFQ process where the constraint of time is of the essence because of Covid awareness. These agencies may enter their separate contract to be approved by their respective board of education with the selected firm.

## II. District Background

Auburn Union School District (AUSD) is home of three traditional elementary schools, one middle school and one Community Charter school. The district serves TK-8<sup>th</sup> grades with approximately 1600 students. The following sites are included in the RFQ of which only three of the sites are eligible for underserved community defined in public utilities code 1601.

**Auburn Union School District sites are as follow:**

\* AB-841 Underserved Community qualified for round 2 Funding.

\*Alta Vista Community Charter School

173 Oak Street

Auburn, California 95603

Auburn Elementary School

11400 Lariat Ranch Road

Auburn, California 95603

\*E.V. Cain Middle School

150 Palm Avenue

Auburn, California 95603

\*Rock Creek Elementary

3050 Bell Road

Auburn, California 95603

Skyridge Elementary

800 Perkins Way

Auburn, California 95603

**III. General Instructions**

**A: Submittal of SOQ's**

SOQ's should be reviewed for accuracy before submission to the LEA since said document may not be adjusted after submission. The LEA may not be responsible for errors or omissions in any SOQ. The LEA reserves the right to reject all SOQ's or to waive any irregularities, or informalities in the SOQ.

**B: Signatures**

All SOQ's must include a signature of an authorized officer of the firm submitting the SOQ. A signature form has been included with this document.

**C: Disqualified SOQ's**

All SOQ's submitted after 4:00 PM June 10, 2022, shall be refused and will not be excepted.

**D: Withdrawal of SOQ**

Firm's may withdraw their SOQ, either personally or by written request, at any time prior to 2:00 PM on June 15, 2022.

**E: Copies of SOQ's**

Each firm must include two (2) copies of original and an electronic version of the SOQ.

**IV. Contents of the statement of qualifications**

General In order for SOQ's to be considered, said SOQ must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the SOQ. Respondents shall submit one (1) original plus three (2) copies of the SOQ in 12-point font with all copies to be bound into books of approximately 8 ½" x 11" format, not to exceed twenty-five (25) pages. Further an electronic version of the SOQ shall also be made available to the AUSD at the time the SOQ is submitted. Although not required, firms responding to this RFQ are permitted to include an appendix limited to copies of past projects that will NOT be considered part of the twenty-five (25) page limit. All respondents shall follow the order and format specified below. Each section of the SOQ shall be tabbed to correspond to the numbers/headers shown below:

**A. Table of Contents****B. Submittal Letter**

The cover letter shall be brief (one page maximum). Include the SOQ's title and submittal due date, the name, address, fax number and telephone number of the responding the letter should include a brief summary of the firm's experience, the unique qualities of the firm and its personnel, what will make the firm a good fit for the District for the proposed contract and must bear the signature of the person(s)

authorized to submit the proposal on behalf of the firm. The submittal letter will NOT be considered part of the twenty-five (25) page limit.

**C. Section 1- Company Background & financial Capability**

- Provide general information on the respondent including a brief history of the firm, key differentiating factors and areas of expertise, length of time performing services, and location of California offices.
- Provide a statement of the respondent's financial capacity and capability to perform to the terms of this solicitation request.
- List applicable business license number, and federal taxpayer ID number.

**D. Section 2-Project Team & Management Structure**

- Describe the management structure of the responding firm and include an organizational chart.
- Provide resumes for personnel to be used on this project and describe their qualifications and experience with projects of a similar size and scope. Meet or exceed the project team certification requirement.

**E. Section 3- Litigation Disclosure**

Describe any involvement as a party in any formal litigation, arbitration or mediation associated with savings performance on an energy savings contract agreement in the last seven years under any previous or current firm names, along with a description of the nature and outcome of such litigation.

**F. Section 4-Project References**

- Provide references for a minimum of five (5) California K-12 district references for which the respondent has successfully submitted and received NOPA's from the CEC for CalSHAPE Ventilation funding and for which the respondent will implement the scope of work.
- Reference projects should include those of similar scope, size, complexity, and timeline.

### **G. Section 5- CalSHAPE Project Approach & Schedule**

- Provide a detailed description of the approach and methodology to be used to accomplish the scope of services to achieve client satisfaction.
- Provide a realistic proposed schedule for implementing the scope of work, specifically identifying dates for completion of the scope and delivery of the HVAC Assessment Report and Deficiencies Log.
- Provide a description of the respondent's approach to managing the project implementation and procedures for minimizing occupant disruptions.
- Describe the steps taken by the respondent during and after the turnover process to ensure successful project implementation.
- Describe training programs available for district employees.

### **H. Section 6 – Project Funding Experience**

- Describe the respondent's experience with obtaining funding for California K-12 district in the areas of energy infrastructure, utility savings, sustainability programs or other facilities improvements.
- Please describe specific funding sources that the respondent has facilitated and successfully obtained, including any funding solutions or approaches that may be unique or exclusive to the respondent.
- The intention is that the scope of work can be executed in a budget-neutral manner, fully funded by the expected AB-841 grants, on a site-by-site basis. Respondents shall provide any additional funding requested to fully execute the prescriptive scope of work.