Vacaville Unified School District
Request for Statement of Qualifications (RFQ) for Americans with Disabilities Act (ADA) Self-Evaluation Survey and Transition Plan Services

February 12, 2016

SECTION 1 – INTRODUCTION AND SCOPE OF SERVICES

A. Purpose
The Vacaville Unified School District ("District") is seeking Statements of Qualifications (SOQ) from interested, qualified, and experienced firms ("Firm" or "Consultant") to provide Americans with Disabilities Act ("ADA") Self-Evaluation and Transition Plan Services ("Services") for all Districts' facilities. Qualified professionals will provide to the District services necessary to enhance or achieve compliance with Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, and related civil rights laws, accessibility standards, and regulations.

At this time, the District is requesting Statements of Qualification from firms interested in being considered for the Services. The District intends to select one (1) Firm to provide the Services.

Interested Firms are invited to submit their written SOQ, in accordance with this RFQ, by 4:00 p.m. on Friday, February 26, 2016.

The proposing Firm shall be responsible to inform the District, by email, of their intent to submit an SOQ prior to the deadline for questions. (See Anticipated Schedule on page 4).

The District will evaluate and compare all submitted RFQ's and select the most qualified firm based on the proposal content and responsiveness to the District's needs and goals. If necessary, applicants selected for interviews will be advised regarding interview format at the time of notification.

B. Scope of Services
The intent of this RFQ is to solicit responses from qualified firms to assist in conducting accessibility surveys, preparing transition plans and/or updating any existing District facilities. Each response shall contain sufficient detail to show that the firm has the ability, experience, and staff to accomplish the work. Services will likely include, but are not limited to the following:

Self Evaluation Survey
1. Meet with District and Bond Program staff to verify the scope of work, Program protocols, site visit protocols, schedule, and deliverables.
2. Conduct Field Assessment of all District facilities in accordance with Title II of the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
3. Collect and provide documentation of field data for accessibility of each facility including site exterior and building interiors.
4. Conduct detailed surveys on non-compliant barriers.
5. Produce facility diagrams of building interiors and exteriors for use in the ADA transition plan. Diagrams should note location of architectural barriers. If available, the District will provide any existing plans, drawings, CAD files, emergency evacuation diagrams, or other graphic information that portrays District facilities.
6. Provide digital photos of each deficiency item keyed to facility diagrams.
7. Compile survey results into a comprehensive report completed in accordance with District format approval.
8. Present or provide survey information to the Board, District staff, and at community meetings, and other public meetings as required.

### Transition Plan
1. Work with District and Bond Program staff to determine level of prioritization of survey results.
2. Determine most feasible and cost effective solution for barrier removal.
3. Provide conceptual design solutions for standard needed ramps, restroom renovations, elevators and lifts, etc.
4. Provide a parking master plan for each school.
5. Prepare a phasing and implementation plan for each school campus to include priorities, schedules, and scopes of work to implement barrier removals along with estimated costs.
6. Provide draft Transition Plan for District review and comment.
7. Work specifically with the District Office of Special Education, and other District staff as required and requested, to confirm that the accessibility of facilities under the plan and phasing meets District priorities and requirements of the ADA and ADAAG.
8. Work with and meet with DSA and other agencies as required throughout the process.
9. Provide final Transition Plan in both paper and electronic format. It should allow the District to update the information and generate reports. The plan shall include floor plans and site plans, locating barriers along with conceptual design solutions in text, digital photos, and graphic format. It should also compile prioritized cost estimates for implementation of the final transition plan based on each barrier identified.
10. Present or provide Transition Plan to the Board, District staff, and at other public meetings as required.
11. Assist in updating Transition Plans as necessary and required.

### C. Proposed Facilities for Assessment
Proposed facilities to be surveyed include, but are not limited to:

<table>
<thead>
<tr>
<th>Vacaville USD Facilities</th>
<th>Square Footage (approximate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamo Elementary School</td>
<td>38,813 S.F.</td>
</tr>
<tr>
<td>Browns Valley Elementary School</td>
<td>57,647 S.F.</td>
</tr>
</tbody>
</table>
SECTION 2 – QUALIFICATIONS

A. Minimum Qualifications
The following are three (3) minimum qualifications that a Consultant must have in order to be considered for this Scope of Services:

1. Completion of no less than three (3) ADA Transition Plans of similar scope within the past five (5) years.
2. At least one (1) Consultant team member with DSA (Division of the State Architect) certification as a CASp (Certified Access Specialist).
3. At least one (1) Consultant team member who has completed the following DSA Academy Classes:
   a) Plan Review - Access (2013 CBC)
   b) 2013 CBC Amendments – Accessibility
   c) CASp 101
B. Deadlines and Schedule
The District intends the full Scope of Services within this RFQ to be completed within four (4) months of Consultant start of work effort.

Consultant must be prepared and equipped to provide Services in a timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

SECTION 3 – SUBMISSION REQUIREMENT AND SCHEDULE

A. General
The written application should address the Firm's qualifications in each of the areas outlined in the next paragraph. It should also clearly identify the business relationship between various firms involved in the application (e.g., consultant, joint venture, association), and what entity will enter into an Agreement with the District. Key personnel who will be working on District projects should be identified, and resumes should be limited to these personnel.

The following areas of applicant qualification should be demonstrated for the Firm and key consultants.

1. General range and level of experience in renovation, expansion, and new construction projects.
2. Department of Justice (DOJ) clearance.
3. Specific experience with K-12 public school projects in California.
4. Familiarity and expertise with relevant DSA requirements pertaining to the construction oversight relevant to the development of schools or other District facilities needs in California.
5. Ability to complete documents and to respond within aggressive time frames.
6. Team orientated individual(s) or firm that proactively works with District’s team for a successful quality project.

B. Format
The response to this Request for Qualifications (RFQ) is to be a written Statement of Qualifications (SOQ) describing the qualifications of the Firm, as outlined below.

C. Anticipated Schedule

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release RFQ Document</td>
<td>2/12/16</td>
</tr>
<tr>
<td>Deadline for Questions and to Inform the District, by email, of their intent to submit a SOQ</td>
<td>2/22/16 by 2:00 p.m.</td>
</tr>
<tr>
<td>Receive Statement of Qualifications</td>
<td>2/26/16 by 4:00 p.m.</td>
</tr>
<tr>
<td>Evaluate Statement of Qualifications</td>
<td>Week of 2/29/16</td>
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<tr>
<td>Interviews (if necessary)</td>
<td>Week of 3/7/16</td>
</tr>
<tr>
<td>Final Selections and Notifications</td>
<td>Week of 3/14/16</td>
</tr>
<tr>
<td>Board of Trustees Approves Firm</td>
<td>4/7/16</td>
</tr>
</tbody>
</table>
D. Requirements
Submittal shall be a maximum length of twenty (20) pages on 8 ½ x 11 sheets, single-sided, with no less than 10 pt font. The 20-page limit includes cover letter. Sample documents, including resumes, may be included in an appendix.

Written SOQ must be addressed and labeled as follows:

SOQ – ADA Self-Evaluation and Transition Plan Services
Name of Company

Submit two (2) copies along with one (1) digital copy in PDF format of the Firms’ Statement of Qualifications to:

Mr. Daniel Banowetz, Director of Facilities
Vacaville Unified School District
401 Nut Tree Road
Vacaville, CA 95687
Telephone: 707-453-6138

E. Submittal of SOQ
Submittals should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for errors or omissions on the part of the Firm in the preparation of the submittal.

F. Signatures
Submittals’ cover letters must be signed by a representative of the Firm with authorization to bind the Firm by Agreement. Authorized signature acknowledges the information contained within the proposal to be true and accurate.

G. Disqualified Statements
Any submittal received by the District after the stated date/time will be refused and returned.

H. Withdrawal of Submittal
Firms may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

I. Contact
Firms interested in making a submittal are directed not to make personal contact with District’s Board members. Any contact will constitute grounds for disqualification. Questions regarding the RFQ should be directed to:

Steven McGuckin
Measure A Bond Program Manager
C/O: Capital Program Management, Inc.
1851 Heritage Lane, Suite 210
Sacramento, CA 95815
Telephone: 916-553-4400
StevenM@CapitalPM.com

J. Rights of the District
The District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information provided in the submittal.
This RFQ is a solicitation for qualifications only, and is neither intended, nor to be construed as, an offer to enter into an agreement or engage in any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule or regulation. The District reserves the unqualified right to reject any or all submittals for any reason. This SOQ does not commit the District to pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any SOQ or to cancel in part or in its entirety this SOQ. The Respondent’s submittal package, 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 materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

The District may perform investigations of responding parties and may request a firm 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.

K. Insurance Requirements
The District expects any Firm submitting a Statement of Qualifications to be able to meet the following minimum insurance requirements:

- **Workers’ Compensation:** $1M/minimum limit
- **Commercial General Liability:** $1M/each occurrence, $2M/aggregate
- **Professional Liability:** $1M/per claim, $2M/aggregate

SECTION 4 – MANDATORY ELEMENTS AND SEQUENCE OF STATEMENT OF QUALIFICATIONS
The selection criteria will be based on Section 4 with consideration given to company background, office location, experience, and references.

A. Cover letter and Introduction
1. **Company Name**
2. **Address**
3. **Contact Name**
4. Confirm if Firm is an individual, partnership, corporation, or joint venture

B. Company Background
1. **General Information**
2. **Number of Employees**
3. **Years in Business**
4. **Years’ Experience with K-12 Public Schools**
5. **Name(s) of Owners**
6. **Home Office Location**
7. **Local Office Location**
8. **Federal Tax I.D. Number**
9. **License Classification(s) and Number(s)**
10. **Primary Business Types**
11. **Market Areas**
12. **Website Address**
13. **Identify Contact Person Including Phone and Email**
C. Experience and References
1. Describe your firm’s qualifications and experience representing the Owner as a ADA Consultant.
2. Describe your firm’s thorough knowledge of ADA requirements for public school buildings in California.
3. Describe your firm’s familiarity with California Building Code related to school sites and buildings.
4. Describe the qualifications and experience of the individuals that will be assigned, their roles/responsibilities, and a statement of availability. Identify the proposed point of contact for the District and the DSA Certified Access Specialist(s) (CASp).
5. Include a list of the last three (3) ADA transitions plans done by your local office. Please include the following information:
   a) District/Client Name.
   b) Project name(s) and location(s).
   c) Current contract status.
   d) District/Client contact name, phone number, and email address.
   e) Describe the scope of the projects and the responsibilities assigned to the firm.

D. Staffing
1. Resumes of Proposed Project Team and key personnel. (May include in Appendix).
2. List all applicable professional registration, certification, and/or license designations and numbers that are currently active in the State of California.

E. Proposed Sub-Consultants
1. Note length of time the sub-consultant has worked with the firm.
2. Include resumes and related experience for members of sub-consulting firms who will be working on District projects.

F. Project Approach
1. Provide information about your approach to providing the Services including the following:
   a) Approach to data collection and use of proposed technology. Include samples of how data may be presented.
   b) Content and format of the transition plan document. Provide example of a completed plan.
   c) Format of the electronic version of transition plan.
   d) Estimated schedule of delivery of Services.
   e) Describe capacity of firm to perform all or part of the work within a reasonable timeframe.

G. Rates
1. Submit an Hourly Rate Schedule for Proposed Project Team. The District reserves the right to negotiate fees, services, terms, and form of agreement with the selected Firm.
2. Identify types of reimbursable expenses and their associated costs.
3. Identify any additional fees or minimum requirements.

H. Litigation
1. Within the last five (5) years, have you ever initiated litigation against a client on a public school project?
2. Within the last five (5) years, has a client ever initiated litigation against your Firm?  
3. If the answer to either question is yes, please give details including nature of dispute, ultimate resolution of dispute, and names of references who can verify information provided.

I. Termination  
   1. Have you ever been terminated by a client?  
   2. If so, please indicate why and provide names and phone numbers of references who can verify the information provided.

J. Statement of Non-Conflict of Interest  
Complete Attachment “A” – Statement of Non-Conflict of Interest Form, attached hereto. (May be included in an appendix).

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM.
ATTACHMENT A

VACAVILLE UNIFIED SCHOOL DISTRICT

STATEMENT OF NON-CONFLICT OF INTEREST

The undersigned, on behalf of the consulting Firm set forth below (the “Consultant”), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualifications shall do so as an independent contractor and not as an officer, agent or employee of the 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