



MORGAN HILL UNIFIED SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS #G14-001

ELECTRICAL & LOW VOLTAGE ENGINEERING SERVICES

Dated: July 29, 2013

Responses Due: August 9, 2013 at 2:00pm

**PLEASE FORWARD RESPONSE TO:
MORGAN HILL UNIFIED SCHOOL DISTRICT
ATTENTION: ANESSA ESPINOSA**

**DIRECTOR OF FACILITIES
15600 CONCORD CIRCLE
MORGAN HILL, CA 95037**

A. OVERVIEW

The **MORGAN HILL UNIFIED SCHOOL DISTRICT (MHUSD)** is requesting qualifications and cost proposals from interested qualified firms to provide **ELECTRICAL ENGINEERING AND LOW VOLTAGE ENGINEERING CONSULTING**, “Consultant”, services for the Measure G Bond Program. The work of this RFQ is planned to begin in August 2013 and may extend for the entire duration of the Measure G bond program.

B. GENERAL INFORMATION

Morgan Hill Unified School District

15 Sites - 9 Elementary Schools, 2 Middle schools, 2 High schools, 1 Charter School and the District Office

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Morgan Hill Unified School District
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Morgan Hill, CA 95037
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Measure G Bond program consists of many different projects. One component may include separate Electrical Engineering, Low Voltage systems, Network/Data Systems planning, engineering and design where the District will contract directly with a California licensed firm under a prime contract. The District reserves the right to contract with one or more firms on individual or aggregated projects, at their sole discretion.

Each project will require separate investigations of the existing school campuses, systems and capacities currently consisting of multiple permanent and portable classrooms, administrative areas, Gymnasiums, Science labs, Library’s, Multi-use buildings, and other specialty use spaces.

Consultant is required to work closely with District and detailed coordination of the Work with the District, Program/Construction Manager, and Architects for any projects within Measure G. Cooperation, Coordination and Collaboration will be important for the Work of this RFQ.

C. SCOPE OF CONSULTANT SERVICES:

Services include the following scope of work. The scope of work maybe revised at the sole discretion of the District. The respondent is required to provide the requested information and may additionally submit their proposed alternate plan/approach. Projects may be aggregated or separated based on the District’s sole discretion.

The intent of the RFQ is provide Consulting services including design and engineering services to the District for electrical systems and components, low voltage systems and components, Network/Data systems and fiber optic backbone and associated components for each campus. This may include several low voltage systems over the District’s network, including phone, data, energy management, lighting controls, security, security cameras, clock/bell/paging. All systems will require on site headend control as well as central control from the District Office.

D. Desired Qualifications - It is the District's desire for the Company and person(s) designated for these projects to satisfy as many of the following requirements as possible:

- 1) Acted as the principal consultant EE/LV/ND designer for at least two (2) K-12 projects in California for District wide design with a construction value of at least \$2M dollars.
- 2) Clearly identify specific staff and all consultants and their specific staff used on previous projects or planned for these projects.
- 3) Successful experience in California K-12 projects including working closely with District staff and personnel.
- 4) Extensive experience in the operation and troubleshooting of Electrical, Low Voltage Systems, Fire Alarm, Network, Data, VoIP, Security systems including solutions and resolutions.
- 5) Ability to plan, manage and deliver projects in a cost efficient and timely manner.
- 6) Extensive field experience is required. A minimum of five (5) full years in this type of work is required.
- 7) Knowledgeable in equipment/system operation, maintenance and O&M training.
- 8) Excellent verbal and writing communication skills. Highly organized and able to work with District staff, departments, Program/Construction manager, Architects and trade contractors.
- 9) Experienced in writing specifications, planning data Networks and integrating new systems with existing systems.
- 10) Company must have an established office within 100miles of the District office at 15600 Concord Circle, Morgan Hill, CA. Company must be responsive to the District and be prepared to attend meetings, jobsite walks within 1 hour notice.

E. QUALIFICATION FORMAT AND CONTENT

The purpose of these qualifications is to demonstrate your firm's ability to provide the required Consulting services. Consultants are urged to submit concise proposals (less than 20 pages), and only include items that are relevant to this specific RFQ.

Provide four (4) copies of Qualifications please index and number all pages.

Provide all deliverables in printed and Adobe PDF format on CD or thumb drive.

A qualifying proposal must address all of the following points:

1. Applicant or Firm Name and Contact Information

2. Organization

- a. Type of organization, size, professional registration and affiliations. Briefly describe “relevant” experience of the proposer’s team. Clearly identify specific staff and all consultants and their specific staff planned for these projects.
- b. Name and resume along with professional qualifications of main team members who will be responsible for this project. Limit resume to only key staff of the Proposing Firm and their applicable skills/projects.
- c. Identify whether fieldwork will be done by your full-time employee using your equipment or by an outside vendor/consultant.
- d. Summary of no more than 5 recent California K-12 or Bay Area projects completed that are similar to this project. Include Dollar value, Change Order Amount and scope.
- e. Provide Client references for each of the above projects including name, e-mail address and telephone number.

3. Understanding of the Approach to the Project

- a. Summary of approach to be taken and list proposed deliverable items.
- b. Describe your proposed approach to managing the project expertly and efficiently, including distribution of tasks and duration of which staff will be on site during what periods of time, etc.
- c. Provide a preliminary project schedule, including time frame to initiate and complete each major task.
- d. List the required information required to be provided by the District by major task.

4. Fees and Insurance

- a. Provide hourly rates for each staff position, and potential fee percentages for the work of this RFQ. Stated fees should include all professional services, expenses, travel and profit to enable a complete agreement. Also include any projected rate changes over the course of the next three years.
- b. Indicate if any items are outsourced (printing, shipping, or consultants) and applicable mark-ups. Also include any projected rate changes over the course of the next three years.
- c. Consultant shall provide and maintain for the duration of the agreement insurance coverage no less than comprehensive general liability policy and automobile policy using an occurrence policy form, with combined single limits of \$1,000,000.00 per accident, with \$2,000,000.00 aggregate limit. Property damage limits shall be \$1,000,000.00 per loss.
- d. Insurance coverage shall name the District, Architect and Program Manager as additional insured for all services provided. The District also requires the Consultant to indemnify the District, Architect and Program Manager for all acts arising out of the Agreement.

- e. The policy shall provide that it is primary such that insurance maintained by the District, if any, shall be excess and not co-primary. A copy of the declarations page of Consultant's insurance policies shall be attached to this Agreement as proof of insurance.

F. SUBMITTAL

1. All proposals, consisting of four (4) copies must be received by mail, recognized carrier, or hand delivered not later than August 9, 2013 at 2:00pm. **Late proposals will not be considered.**
2. Costs of preparation of proposals will be borne by the proposer.
3. Selection of qualified proposers will be completed by the District procedure for awarding professional contracts based on their sole discretion and judgment.
4. This request does not constitute an offer of employment or to contract for services.
5. The District reserves the option to reject any or all request for proposals, wholly or in part, received by reason of this request.
6. The District reserves the option to retain all proposals, whether selected or rejected.
7. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
8. The District reserves the right to award the contract to the firm who presents the proposal which in the judgment of the District, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the professional service fee, Proposed approach to the project, Past experience in performing similar projects, Expertise of the team in performing the services required by the project. The District reserves the right to select one or more firms and contract with any number of the qualified firms on project(s) as determined by the District
9. Selection will be made on the basis of the submissions, reviews and communication with previous Clients and team members experience and collaboration with District. The District may deem it necessary to interview applicants. The District retains the right to interview applicants as part of the selection process, but may elect to award directly from the submitted RFQ responses.

G. ADDENDA

Any addendum's to this Request for Qualification will be sent by e-mail to all potential firms who have been issued a copy of the RFQ.