

**NOTICE INVITING REQUESTS FOR
QUALIFICATIONS FOR
ARCHITECTURE/ENGINEERING SERVICES**

The San Bernardino City Unified School District (“District”) Facilities Management Department requests statements of qualifications (SOQ) from qualified firms and individuals to provide complete comprehensive architectural engineering services on an accelerated basis for site design of two story DSA “PC” approved classroom buildings on one or more SBCUSD school sites as part of the District’s Overcrowding Relief Grant Program. Requests for Qualifications (“RFQ”) are available by e-mail, in person at the address below, or from the District’s web site: www.sbcusdfacilities.com. In order to be considered, one unbound (1) original, two bounded (2) copies, and one electronic copy of the Statement of Qualifications must be received at the address indicated below by personal delivery or U.S. Mail on or before **July 20, 2009 2:00 P.M. Pacific Time**. The District at its sole discretion reserves the right to reject any package not responsive to the RFQ and/or received after the deadline stated herein. Proposals must be submitted in a sealed envelope, addressed as indicated below, with firm name and address in the upper left corner of the envelope under which should be clearly printed: STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL ENGINEERING SERVICES – 2 STORY DSA “PC” APPROVED CLASSROOM BUILDINGS

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
Facilities Management Department
Susan McKee, Business Outreach
956 West 9th Street
San Bernardino, California 92410
Tel: 909-388-6100
susan.mckee@sbcusd.k12.ca.us



**REQUEST FOR QUALIFICATIONS #57
FOR
ARCHITECTURAL AND ENGINEERING SERVICES
FOR
DSA APPROVED TWO STORY CLASSROOM BUILDINGS**

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
FACILITIES MANAGEMENT DEPARTMENT**

JULY 9, 2009

TABLE OF CONTENTS

1. Request for Qualifications
2. Qualifications Due Date and Time
3. Contact Person and Address for Submissions of Qualifications
4. Sealed Envelope, Clearly Marked
5. Facilities Program Description
6. Requests for Information
7. Scope of Services
8. Selection Process and Schedule
9. District Policies Regarding Submissions of Qualifications
10. Required Format and Content

Attachments

Attachment A: Insurance Requirements

Attachment B: Fingerprint and Criminal Background Check Certification Form

Attachment C: Board of Education Policy Number 3323

Attachment D: Business Outreach Program Registration Form

**REQUEST FOR QUALIFICATIONS #57
FOR
ARCHITECTURAL AND ENGINEERING SERVICES
FOR
DSA APPROVED TWO STORY CLASSROOM BUILDINGS

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
FACILITIES MANAGEMENT DEPARTMENT**

JULY 9, 2009

1. REQUEST FOR QUALIFICATIONS

The San Bernardino City Unified School District (District) requests statements of qualifications from qualified firms for professional full service architectural and engineering services (Services) to provide complete comprehensive architectural and engineering services **on an accelerated basis** for two story classroom buildings at one or more District school sites. Since the subject projects will be part of the Overcrowding Relief Grant (ORG) Program administered through the State of California Office of Public School Construction (OPSC), there is a deadline of January 10, 2010 to receive full approval of the design and specifications from DSA and other agencies having jurisdiction.

To meet the above-referenced deadline, the District intends to utilize a currently DSA approved (DSA PC system) two story classroom building design for a permanent (not portable) construction project. The firms that wish to submit statement of qualifications must be either the Architect of Record for the DSA approved PC system being proposed or have authority to utilize a currently DSA approved design for a two story classroom building and prepare supporting documents and modifications necessary to meet District, DSA and other governing agencies requirements and approvals. As a less preferred alternative, District may consider adaptive reuse of two story classroom building designs which have current DSA approval under 2007 CBC. To be selected as the A/E firm for the District's subject projects, respondents must demonstrate that site adapted designs will have obtained DSA approval by January 10, 2010.

The selected firm(s) shall be responsible for obtaining or assisting the District to obtain approvals from DSA, CDE, CEQA, City of San Bernardino or San Bernardino County (for Fire Department, SWPPP and WQMP, and other items), and any other public agency having jurisdiction. These approvals must be received by January 10, 2010 in time to submit a funding application to OPSC by the ORG deadline of January 31, 2010.

2. PROPOSALS DUE DATE AND TIME

In order for statements of qualifications to be considered by the District, one (1) original (unbound) and two (2) copies of the proposal must be received by the District at the address stated in Paragraph 3 herein below by personal delivery or by U.S. Mail by the following date and time:

July 20, 2009 2:00 P.M., Pacific Time

The District reserves the right to reject any statements received after the deadline stated above.

3. SUBMISSION OF PROPOSALS

Interested entities and individuals (collectively referred to as Consultants) are invited to submit proposals to the following contact person and address:

Ali A. Kiafar, PhD, REFP, Program Executive
Facilities Management Department
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
956 West 9th Street, San Bernardino, California 92410

4. SEALED ENVELOPE, CLEARLY MARKED

Statements of Qualifications shall be submitted in a sealed envelope, addressed to the contact person and address indicated in Paragraph 3 above, with the legible name and address of the Consultant in the upper, left corner under which shall be clearly printed: STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES – 2 STORY DSA APPROVED PC SYSTEM CLASSROOM BUILDINGS

5. FACILITIES CAPITAL IMPROVEMENTS PROGRAM

The District's Facilities Capital Improvements Program consists of new construction and modernization projects of various sizes and scopes of work for K-12 school facilities. The project(s) under this RFQ are intended for funding under the Overcrowding Relief Grant (ORG) program administered by the State of California Office of Public School Construction (OPSC). The deadline to submit applications to OPSC for the eligible school sites is January 31, 2010.

6. REQUESTS FOR INFORMATION

Direct all inquiries regarding this Request for Qualifications ("RFQ") process or the District's Facilities Capital Improvement Program to the contact person and address indicated below:

Susan McKee, Manager, Business Outreach
Facilities Management Department
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
956 West 9th Street, San Bernardino, California 92410
Tel: 909-388-6100
susan.mckee@sbcusd.k12.ca.us

7. SCOPE OF SERVICES

Services will include but not necessarily be limited to comprehensive full service architectural and engineering services required for two story classroom buildings on one or more District school sites as per Exhibit A – Scope of Work. These services are to be provided on an accelerated basis in order for the District to meet the construction funding application deadline of January 31, 2010.

7.1 Two Story Classroom Building with Support Services

- a. Shall be permanent construction,
- b. Shall have a concrete foundation and slab on grade
- c. Shall be two stories,

- d. Shall be a current DSA approved “PC” design system containing a minimum of 8 - 960 square foot classrooms, and expandable in increments to as many as 24 – 960 square foot classrooms.
- e. Design shall be sufficiently flexible to provide for 1350 s.f. kindergarten complexes consisting of accessible single occupancy rest rooms, staff workroom, outside access to play area, outside storage.
- f. Design shall be sufficiently flexible to included 1300 s.f. science complexes consisting of storage, science lab, and preparation rooms.
- g. Shall contain electrical rooms as required to house all self contained electrical equipment including IDF to serve building, telephone backboard, transformers, security systems, integrated communications systems, and electrical panels, meters, and switchboards.
- h. Shall contain a dedicated custodial room on each floor with janitorial sink, broom and mop racks, shelving, room for custodial cart storage
- i. Shall contain code required stairs,
- j. Circulation elements need not be air conditioned or heated.
- k. Shall contain code compliant elevator and elevator machine room,
- l. Shall contain all required circulation with minimum 8 foot wide corridors or as required by 2007 CBC, unless otherwise approved by the SBCUSD.
- m. Shall have self contained boys’ and girls’ student restrooms and men’s and women’s staff restrooms on each floor per 2007 CBC requirements using SAB student loading or as required to meet DSA approval.
- n. The District’s preference shall be to select a firm which has a current DSA pre approved PC per 2007 CBC and can meet any and all new PC regulations and procedures in effect as of January 1, 2010 (unless otherwise approved by DSA and the District).
- o. The District will also consider, as a secondary preference, site adaptive reuse of two story classroom building designs which have obtained DSA approval under the 2007 CBC. However, Respondents to this RFQ must demonstrate in their response (at the District’s sole discretion) their ability to obtain DSA approval on the site adapted designs prior to January 2, 2010.
- p. Shall substantially conform to all SBCUSD Design Standards (adopted September 2007) (CD available from District) except as modified herein or otherwise approved by the District. Each response shall identify all deviations from SBCUSD standards.
- q. Deviations from District standards.
 - i. Fire alarm, clock and bell, security, data, communications systems shall tie into existing campus systems.
 - ii. Glazing shall be single glazed polycarbonate, pebble finish at ground floor below 5 feet a.f.f. pebble finish to exterior
 - iii. Cabinets shall have plywood cores.
 - iv. Other items upon review of RFQ responses.
- r. Shall meet HPS minimum points to achieve minimum OPSC HPS funding. HPS review and approval by DSA shall be concurrent with DSA Building submittal.
- s. Both proprietary and non proprietary PC designs qualify for this RFQ. Where proprietary designs are proposed, Responses to this RFQ shall include in their response the bidding method proposed. The District will not issue a sole source resolution, so other methods, such as performance specifications and other methods must be employed where proprietary PC designs are proposed.

7.2 Site Design

- a. AE services shall include complete civil, landscape, off site design, (if any), utility design, and site electrical design all sufficient to obtain DSA, CDE, OPSC, Fire Department approval of the PC classroom building design and all interfaces with existing campus.
- b. Services shall include documentation sufficient to apply for and obtain CDE Preliminary and Final Plan approvals including the equivalent of Forms 2A and 3A area tabulations.
- c. OPSC Site Development Worksheet preparation and revisions as necessary to obtain OPSC funding are also required.
- d. Services shall include all site design to comply with District program for the master campus plan at each site.
- e. AE shall provide a site analysis and two alternative site solutions for the Classroom Building considering District Program, Master Plan, circulation, fire department access, climate considerations, and other factors. District shall select one option or a hybrid of several elements of one or more options presented.
- f. Site analysis and design shall include path of travel upgrades to the site and Classroom Building as required to meet current DSA interpretation of the 2007 CBC.
- g. Site analysis and design shall include parking count study and improvements for paths of travel sufficient to meet (where practicable) the District standard of 2.25 parking spaces per classroom plus visitor spaces and drop off areas.
- h. Site Design shall include all required demolition contract documents.

8. SELECTION PROCESS AND SCHEDULE

- 8.1 Selection Process.** The District intends, through this RFQ, at the sole discretion of the District, to establish a shortlist of numerically ranked Consultants eligible to provide Services for a currently DSA approved (DSA PC system) design or site adapted 2007 CBC DSA approved design for two story classroom building for a permanent construction project at one or more of the District's sites. The number and location of the sites shall be determined by the District. To be considered for the final selection, the firms submitting their statement of must demonstrate that they can obtain the approval of DSA and all other public agencies having jurisdiction by January 10, 2010.

The selection and rank will be based on review of the qualifications and scoring of the firms in accordance with the District's A/E firms selection criteria. If deemed necessary, the District may interview the respondents to this RFP before making the final selection. It is anticipated a standard SBCUSD Architectural and Engineering Agreement will be executed between the selected firm(s) and the District after the Board of education approval expected for August 4, 2009. (A SBCUSD standard agreement is available from the District upon request).

9. DISTRICT POLICIES REGARDING SUBMISSIONS OF PROPOSALS

- 9.1 No Reimbursement.** The District will not reimburse Consultants for time and/or costs that they incur in preparing their Statement of Qualifications.
- 9.2 Right to Request Additional Information.** The District reserves the right to request additional information from Consultants and Consultants' present and past clients in order to make a fully informed decision regarding the selection of Consultants.
- 9.3 Right to Reject Proposals.** The District reserves the right to reject any and all proposals.
- 9.4 Independent Contractor.** Consultants hired by the District as a result of this RFP are independent contractors and are not employees of the District.
- 9.5 Insurance Requirements.** Consultant shall provide proof of insurance satisfactory to the District as a condition precedent to the District's execution of agreements with Consultants as delineated in Insurance Requirements (Attachment A).
- 9.6 Criminal Background Investigation.** As a condition precedent to the District's execution of agreements, Consultant shall submit a completed and signed District's Fingerprint and Criminal Background Check Certification form (Attachment B) in accordance with Department of Justice (DOJ) fingerprint and criminal background investigation requirements of Education Code Section 45125.1.
- 9.7 Disabled Veterans Business Enterprise.** In accordance with Education Code Section 17076.11, the District has a participation goal for disabled veteran business enterprises of at least three (3) percent per year of the overall dollar amount of funds allocated to the District by the State Allocation Board pursuant to Leroy F. Greene School Facilities Act of 1998 for construction or modernization of school facilities and expended each year by the District per Board of Education Policy Number 3323 (Attachment C). Prior to, and as a condition precedent for final payment under any contract for Services, Consultant shall provide documentation satisfactory to the District, identifying the amount of compensation paid to disabled veteran business enterprises in connection with Consultant's performance of the agreement.

10. REQUIRED PROPOSAL FORMAT AND CONTENT

- 10.1 Prescribed Proposal Format.** Proposals submitted in formats other than the format described herein may be rejected at the sole discretion of the District.
- 10.2 Proposal Format Requirements.** Proposals – one (1) original (unbounded), two (2) copies (bounded) and one electronic copy on CD shall be submitted in three-ring binders on 8 ½" by 11" paper, single-sided, with consecutive page numbers. Proposals not submitted in three-ring binders may be considered non-responsive. Sections of the proposals shall be divided by labeled tabs that correspond to the Table of Contents.
- 10.3 Emphasis of Proposals.** Strong emphasis shall be placed on Consultants' overall ability to provide comprehensive architectural and engineering services for the specific project(s) intended under this RFQ. Consultants submitting proposals shall include the

qualifications with specific credentials and experience of the firm's principals and professionals including sub consultants listed who will be assigned to work on this specific type of District project.

10.4 Content and Order of Proposal Consultant proposals shall contain the following sections in the order and content prescribed below. Proposals that do not conform to the requirements set forth below may be considered non-responsive.

Section and Title

- Section 1 Letter of Interest
- Section 2 Table of Contents
- Section 3 Consultant Firm Data
- Section 4 Commitment and Availability
- Section 5 Resumes of Assigned Professional Staff
- Section 6 Professional Awards
- Section 7 Professional Fees
- Section 8 Philosophy and Approach
- Section 9 Civil Litigation History
- Section 10 Equal Employment Opportunity Policy
- Section 11 Local Business Outreach Program Registration

Section 1: Letter of Interest The proposal shall be introduced with a Letter of Interest that presents information which Consultant deems to be of key relevance to the scope of complete comprehensive architectural engineering services on an accelerated basis for site design of DSA PC approved 2 story classroom buildings on one or more District school sites.

Section 2: Table of Contents The Table of Contents shall reflect the order stated herein and shall include section titles.

Section 3: Consultant Firm Data The following shall be stated:

- A. Name of Consultant, address, telephone/fax numbers and email address
- B. Contact person name, title, California's Architects License and expiration date
- C. Type of business organization;(i.e., sole proprietorship, partnership, corporation and identify the state in which incorporated)
- D. Organization chart
- E. Number of current employees by office location including management, and list each office separately

- F. Number of years in business
- G. Consultant and Sub consultant firms Statements of Qualifications

Section 3.1: Consultant Firm Experience The following shall be stated:

- A. Most recent five year work experience on 2 story classroom buildings as follows:
 - i. For PC and site adapted designs submit schematic plans, sections and elevations, outline specifications, photographs of completed or under construction 2 story classroom buildings
 - ii. DSA 2007 approval letter copies
 - iii. Latest bid tabulations from most recent bid. If the project has not been bid, submit latest Architect's or Construction Manager's estimate.
 - iv. Submit proof of authorization to reuse design from source(s) possessing ownership of documents, copyrights, etc.
- B. Contact information for all of the most recent five years elementary school 2 story classroom buildings projects

Section 4: Commitment and Availability In accordance with the scope of work and schedule herein:

- A. outline of approach
- B. time schedule of tasks
- C. statement of ability to perform work in accordance with the scope of work and schedule outlined herein and commitment to providing personnel assigned to District projects

Section 5: Professional Resumes Consultant shall submit a resume for each principal, professional and sub consultant staff that the Consultant may assign to the District's projects. Disciplines that might be included are civil, structural, mechanical, plumbing, electrical, and landscape architecture. Each resume shall include but not be limited to the following information:

- A. Education
- B. Years of relevant experience
- C. Professional registrations, certifications and affiliations
- D. Project-specific experience with focus on public projects and emphasis on DSA PC approved 2 story classroom buildings providing comprehensive architectural engineering services, include, dates and durations for each project listed and name of firm where employed

Section 6: Professional Awards Consultant shall list professional design awards received during the most recent ten (10) years for public and K-12 related projects.

Section 7: Professional Fees Approach Provide a basic estimated schedule of fees for basic and additional services based on scope of work and the following compensation requirements:

- i. Fees shall be based on OPSC sliding AE fee schedule for new construction based on bids received plus value of any alternate bids not awarded (through bidding phase).
- ii. Fees and detailed scope of services will be negotiated with the top ranked selected firm. If negotiations are not successful, negotiations shall then commence with the second ranked firm and so on.
- iii. Firms shall provide their proposed estimate of discounts or additions to the OPSC fee schedule (to cover acceleration and discounts due to PC reuse) with their Response to the RFQ.
- iv. Assuming the OPSC fee schedule is used, firms shall provide with their response a detailed list of any inclusions and exclusions from the scope outlined herein.
- v. Inclusions must contain all required consultants fees such as High Performance Schools services, cost consultants, landscape architects, civil engineering services (including SWPPP and WQMP services and design), off site improvements (if any), fire protection systems design, low voltage systems design, dry utilities consultants, code compliance consultants , access/path of travel compliance design services , miscellaneous consultants, etc.

Section 7.1 Hourly Rates Provide a schedule of fully burdened hourly rates of all proposed prime consultants and sub consultant's personnel including names and titles.

Section 7.2: Reimbursable Expenses Consultant shall provide a table of all reimbursable expenses and applicable markups, if any. Reimbursable expenses shall be limited to reproduction for owner and owner's agents' use. Bid sets and submittals at each phase shall be in PDF for delivered on one or more CDs for printing by District. Travel time and costs will only be reimbursed for District approved travel to Sacramento. No travel time or mileage will be reimbursed for AE team's travel to San Bernardino, DSA San Diego or DSA Riverside, other local or approving agencies, or to the proposed or actual school sites.

Section 8: Philosophy and Approach Consultant shall state its philosophy and approach to providing architectural and engineering services and agency approvals as it relates to the highest efficiency in time and cost.

Section 8.1: Bid vs. Estimate History Consultant shall provide the firm's history of cost estimates versus bid amounts in providing architectural and engineering services in the most recent five (5) years.

Section 8.2: Change Order History Consultant shall provide the firm's history of change orders in providing architectural and engineering services in the most recent five (5) years.

Section 9: Civil Litigation History Consultant shall state all construction-related litigation in the last five (5) years, filed either by an owner, owner's consultants or contractors against the Consultant or Consultant's employees. Include the beginning and end date, or anticipated end date, of each lawsuit, and the judgment or resolution or the anticipated judgment or resolution.

Consultant shall state whether the Consultant has or has not filed a petition for bankruptcy. If the Consultant has filed a petition for bankruptcy, Consultant shall provide the date the petition was filed and identify the jurisdiction in which the petition was filed.

Section 9.1: Insurance Claims History Consultant shall describe the outcome of design and construction-related claims, if any, filed against Consultant's general liability or professional liability or automobile liability insurance carriers during the most recent five (5) years.

Consultant shall disclose complaints, if any, that has been lodged against Consultant with any local public, state agency, and professional organization and describes the nature of the complaint(s) and its outcome or its anticipated outcome.

Section 10: Equal Employment Opportunity Consultant shall describe its equal employment opportunity policy.

Section 10.1: U.S. Legal Residency Consultant shall state whether or not Consultant and Sub consultants and the employees that each such Consultant or Sub consultant may assign to the District's projects are legal residents of the United States of America.

Section 11: Local Business Outreach Program Registration. Consultants and sub consultants are requested to submit the Business Outreach Program (BOP) registration form (Attachment D).

NOTE: THE A/E FIRMS ON THE DISTRICT'S APPROVED LIST MAY SUBMIT ONLY THE INFORMATION RELATED TO THE SPECIFIC REQUIREMENTS OF THIS PROJECT. HOWEVER, ALL STATEMENTS OF QUALIFICATIONS SUBMITTED FOR THIS PROJECT WILL BE CONSIDERED EQUALLY BY THE DISTRICT REGARDLESS OF IF THE SUBMITTING FIRM IS ON THE APPROVED LIST OR NOT.

EXHIBIT "E"
INSURANCE REQUIREMENTS

1.1 COMPLIANCE WITH LAWS, WORKERS COMPENSATION INSURANCE, HOLD DISTRICT HARMLESS

Workers Compensation Insurance Required for this Agreement: Yes **No**

The CONSULTANT shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including workers compensation insurance laws. The CONSULTANT understands that, as an independent contractor, CONSULTANT is not covered by any type of DISTRICT insurance, including workers compensation insurance. The CONSULTANT shall provide, through insurance policies or self-insurance, workers compensation insurance coverage for its employees who provide services hereunder. The DISTRICT understands that the CONSULTANT may use independent contractors, volunteers or others not covered by the CONSULTANT's workers compensation coverage to provide services hereunder. The CONSULTANT shall advise such persons providing services hereunder at the direction of the CONSULTANT that workers compensation insurance is not provided by the DISTRICT, and the CONSULTANT shall hold the DISTRICT harmless from any and all claims for damages that may be asserted by such persons.

1.2 SELF-EMPLOYMENT, RESPONSIBILITY FOR MEDICAL INSURANCE AND COSTS

Medical Insurance for Self-Employed Required for this Agreement: Yes **No**

If the CONSULTANT is a self-employed individual, the CONSULTANT agrees to arrange, in lieu of workers compensation insurance, for insurance for or financial responsibility for any and all medical and related treatment, and to pay the cost of such treatment, including emergency treatment that may be provided that the CONSULTANT did not arrange for which may be required due to any injuries of any type that may be sustained by the CONSULTANT while performing services under this AGREEMENT. The CONSULTANT shall, prior to commencing services herein, provide the DISTRICT with satisfactory evidence of medical coverage as set forth in Paragraph 11.5, below. Cancellation or lack of medical coverage for the CONSULTANT shall not relieve the CONSULTANT of CONSULTANT's financial responsibility for the cost of medical and related treatment.

1.3 COMPREHENSIVE GENERAL LIABILITY

Comprehensive General Liability Insurance Required for this Agreement: Yes **No**

The CONSULTANT shall carry and maintain during the term of this AGREEMENT a policy of comprehensive General Liability with a limit of not less than \$500,000 per occurrence. The DISTRICT reserves the right to waive this General Liability insurance requirement and if so waived, the CONSULTANT shall hold the DISTRICT harmless from any and all claims for damages.

1.4 AUTO LIABILITY

Auto Liability Insurance Required for this Agreement: Yes **No**

The CONSULTANT shall confirm that all individual inspection staff shall carry and maintain personal Auto Liability for owned, hired and non-owned vehicles, for injury, damage and loss, including, but not limited to, premises and operations, contractual liability and personal injury that may arise from and in connection with the performance or nonperformance of CONSULTANT's services herein. The CONSULTANT shall hold the DISTRICT harmless from any and all claims for injury, damage, and loss.

1.5 PROFESSIONAL LIABILITY INSURANCE

Professional Liability Insurance Required for this Agreement: Yes **No**

The CONSULTANT shall carry and maintain during the term of this AGREEMENT a policy of professional liability insurance, with limits of not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the aggregate.

1.6 EVIDENCE OF COVERAGE, CANCELLATION OR MATERIAL CHANGES

Not later than ten (10) calendar days after the date of execution of this AGREEMENT and, in any case, prior to commencement of any of the CONSULTANT's services herein, the CONSULTANT shall furnish certificates of insurance evidencing the insurance coverage required above, including endorsements, to the DISTRICT Department administering the Agreement, which certificates shall provide that such insurance shall not be terminated or expire or be materially changed without thirty (30) calendar days written notice to the Department, and CONSULTANT shall maintain such insurance from the time that the CONSULTANT commences performance of services hereunder until CONSULTANT's completion of such services. Within sixty (60) calendar days of the commencement of this Agreement, the CONSULTANT shall furnish certified copies of the policies and all endorsements.

1.7 ADDITIONAL NAMED INSUREDS

All insurance policies, except for Workers Compensation shall contain additional endorsements naming the DISTRICT and its officers, employees, agents and volunteers as additional named insureds with respect to liabilities arising out of the performance of services hereunder.

1.8 WAIVER OF SUBROGATION RIGHTS

The CONSULTANT shall require the carriers of the coverages required above to waive all rights of subrogation against the DISTRICT, its officers, employees, agents, volunteers, contractors and subcontractors.

1.9 POLICIES PRIMARY AND NONCONTRIBUTORY

All policies required above shall be primary and noncontributory with any insurance or self-insurance programs carried or administered by the DISTRICT.

1.10 INSURANCE REVIEW

The above insurance requirements are subject to periodic review by the DISTRICT. The DISTRICT's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of the DISTRICT. In addition, if the Risk Manager determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized, but not required, to change the above insurance requirements to require additional types or insurance coverage or coverage limits, provided that any such change is reasonable in light of past claims against the DISTRICT, inflation, or any other item reasonably related to the DISTRICT's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types or insurance coverage or higher coverage limits shall be made by amendment to this Agreement. The CONSULTANT agrees to execute any such amendment with thirty (30) calendar days of receipt.

CONSULTANT's Initials _____

Business Services

Accounting Services Fiscal Services Payroll

Purchasing Warehouse

“Quality Work by Quality People”

To: All Principals and Department Heads

Bulletin No. 05-019

From: Mohammad Z. Islam
Assistant Superintendent
Business and Finance

July 29, 2005

Subject: **Department of Justice Fingerprint and Criminal Background Investigation Requirements** (Ed Code Section 45125.1)

No *Course of Study activity* (Services or performances for student assemblies, classroom lectures or presentations which enhance student educational programs), *Non-Classified Expert* (Individuals or groups that provide a service for District staff) or *Consultant* services will be approved or should take place at your site until a **(DOJ) Fingerprint and Criminal Background Investigation form** has been filled out and submitted along with your request for services for approval to Business Services. Please plan ahead, as this must be **completed** and **approved** no less than three weeks prior to a regularly scheduled Board meeting to ensure Board approval before the date of service. **NO EXCEPTIONS.**

A photocopy of the form will be returned to your site with approval or denial.

For further clarification, please call 381-1164.

Attachment

San Bernardino City Unified School District
777 N. F Street, San Bernardino, CA, 92410

Fingerprint and Criminal Background Check Certification

In accordance with Department of Justice (DOJ) fingerprint and criminal background investigation requirements of Education Code section 45125.1 et seq.

With respect to the Agreement dated _____, between the **San Bernardino City Unified School District "DISTRICT"** and the individual, company, or contractor named _____ "VENDOR," for provision of _____ services,
Please check all appropriate boxes and sign below:

REQUIREMENTS MET:

A)

The VENDOR hereby certifies to the DISTRICT's governing board that it has completed the criminal background check requirements of Education Code (EC) section 45125.1 and that none of its employees that may come into contact with DISTRICT students have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

List below, or attach, all employee names that have successfully completed the fingerprinting and criminal background check clearance in accordance with the law.

SERVICES MAY BEGIN AFTER A PURCHASE ORDER (P.O.) IS ISSUED TO THE VENDOR.

~O R~

REQUEST FOR WAIVER:

IF YOU ARE REQUESTING A WAIVER, BE ADVISED THAT NO SERVICES ARE TO BE PROVIDED UNTIL SUCH WAIVER IS APPROVED BY THE DISTRICT AND A P.O. IS ISSUED.

B) The VENDOR requests a waiver of the Department of Justice(DOJ) fingerprint and criminal background investigation for the following reason(s) permitted by Education Code section 45125.1 et seq.

- The VENDOR and its employees will have NO CONTACT with pupils. (No school-site services will be provided.)
- The VENDOR and its employees will have LIMITED CONTACT with pupils. (Attach information about length of time on school grounds, proximity of work area to pupil areas, whether VENDOR/its employees will be working by themselves or with others, and any other factors that substantiate limited contact.) [EC 45125.1(c)]
- The VENDOR and its employees WILL HAVE OTHER THAN LIMITED CONTACT with pupils but will assure that ONE(1) OR MORE of the following methods are utilized to ensure pupil safety. [EC 45125.2(a)]
-- Check all methods to be used:
 - 1) Installation of a physical barrier at the worksite to limit contact with pupils
 - 2) Continual supervision and monitoring of all employees of the VENDOR by an employee of the VENDOR who has not been convicted of a serious or violent felony as ascertained by the DOJ
 - 3) Surveillance of employees of the VENDOR by school personnel
- The services provided by the VENDOR are for an "EMERGENCY OR EXCEPTIONAL SITUATION, such as when pupil health or safety is endangered or when repairs are needed to make school facilities safe and habitable" [EC 45125.1(b)]

By signing below, under penalty of perjury, I certify that the information contained on this certification form and attached employee list(s) is accurate. I understand that it is the VENDOR's sole responsibility to maintain, update and provide the District with current "Fingerprint and Criminal Background Check Certification", along with the employee list, throughout the duration of VENDOR provided services.

Authorized VENDOR Signature _____ Printed Name _____ Title _____ Date _____

BOTH DISTRICT APPROVALS SHOWN BELOW ARE REQUIRED:

Office use only	WAIVER REQUEST: APPROVED--- <input type="checkbox"/> DENIED--- <input type="checkbox"/> By: _____ Date _____ <i>Mohammad Z. Islam, Business Administrator, Business Services Division OR Other Authorized District Agent</i>
	WAIVER REQUEST: APPROVED--- <input type="checkbox"/> DENIED--- <input type="checkbox"/> By: _____ Date _____ <i>Harold Vollkommer, Asst. Superintendent, Human Resources Division OR Other Authorized District Agent</i>

DISABLED VETERAN PARTICIPATION GOALS ARE ESTABLISHED

Military and Veterans Code §999.2 provides that contracts awarded by any state agency (including school districts when they are expending state funds for construction and professional services) shall have statewide participation goals of not less than 3 percent for disabled veteran business enterprises. This measure establishes definitions and requirements for certification as a disabled veteran business enterprise. Section 999.9 makes it a crime to participate in falsely obtaining certification or contracts as a disabled veteran business enterprise. Section 10115.9 is added to the Public Contract Code to enable a limited liability company to be certified as a disabled veteran business enterprise. Statutes of 2003, Chapter 632, SB 1008, Machado, effective January 1, 2004.



FACILITIES BUSINESS OUTREACH REGISTRATION

Company Information		RFP/BID Contact Information	
Company Name		Name	Title/Position
Address		Cell phone	- -
		Office phone	- - Fax - -
City		E-mail	
State	Zip	Web Address	

Ownership Type (check type)	Firm Size	License(s)	Disadvantaged Business Certification (check all that apply)
<input type="checkbox"/> Sole proprietor	Gross \$/yr	<input type="checkbox"/> A – Gen Engrg	<input type="checkbox"/> Small Business Enterprise (SBE)
<input type="checkbox"/> Corporation	# of Employees:	<input type="checkbox"/> B – Gen Building	<input type="checkbox"/> Disabled Veteran-owned Business Enterprise (DVBE)
<input type="checkbox"/> Partnership		<input type="checkbox"/> C - Specialty	<input type="checkbox"/> Minority-owned Business Enterprise (MBE)
<input type="checkbox"/> Nonprofit		C#’s:	<input type="checkbox"/> Woman-owned Business Enterprise (WBE)
<input type="checkbox"/> Other:(describe)			<input type="checkbox"/> Other:

Services, Business Goods (CSI divisions per MasterFormat 2004)

<input type="checkbox"/> Architecture	<input type="checkbox"/> Electronic Safety and Security (28)	<input type="checkbox"/> General Contracting	<input type="checkbox"/> Plumbing (22)
<input type="checkbox"/> Communications/ IT (27)	<input type="checkbox"/> Engineering	<input type="checkbox"/> HVAC (23)	<input type="checkbox"/> Portable/Mod Facilities
<input type="checkbox"/> Concrete (03)	<input type="checkbox"/> Environmental (02)	<input type="checkbox"/> Inspection (01)	<input type="checkbox"/> Real Estate, Appraisal, Property Management
<input type="checkbox"/> Construction Mgmt	<input type="checkbox"/> Equipment (11)	<input type="checkbox"/> Labor Compliance	<input type="checkbox"/> Special Construction (13)
<input type="checkbox"/> Conveying systems (14)	<input type="checkbox"/> Exterior Improvements (incl landscape/irr) (32)	<input type="checkbox"/> Legal	<input type="checkbox"/> Specialties (10)
<input type="checkbox"/> Demo/Remediation(02)	<input type="checkbox"/> Financial	<input type="checkbox"/> Masonry (04)	<input type="checkbox"/> Surveying (02)
<input type="checkbox"/> Doors and Windows (08)	<input type="checkbox"/> Finishes (09)	<input type="checkbox"/> Metals (05)	<input type="checkbox"/> Thermal and Moisture (07)
<input type="checkbox"/> Earthwork (31)	<input type="checkbox"/> Fire Suppression (21)	<input type="checkbox"/> Moving/Storage	<input type="checkbox"/> Utilities (33)
<input type="checkbox"/> Electrical (26)	<input type="checkbox"/> Furnishings (12)	<input type="checkbox"/> Plan Room	<input type="checkbox"/> Woods and Plastics (06)

Business Outreach Profile

1a. Receive SBCUSD contract opportunities via: USPS fax e-mail (as listed above in Contact Information)

b. Heard about SBCUSD business outreach program via:
 district chamber trade assoc plan room newspaper mail other:

2. Local Business Identification (check all that apply, specify city, attach documentation i.e. business license)
 San Bernardino County/City: Riverside County/City: Non-local County: City:

3. "Ed Friendly" Designation (check all that apply) <input type="checkbox"/> As a business, support SBCUSD education programs (donate time, talent, treasure) <input type="checkbox"/> Partner/Subcontract with other local businesses who support SBCUSD ed programs <input type="checkbox"/> Interested in learning more about how to become "Ed Friendly"	Contact Name/Tel	School or Ed Friendly Partner