

**Novato Unified School District
1015 7th Street
Novato, CA 94945**

January 31, 2019

**REQUEST FOR QUALIFICATIONS
FOR SECURITY SYSTEMS CONSULTING SERVICES**

The Novato Unified School District (“District”) is requesting Statements of Qualification from consultant firms for consultant services for the IT Infrastructure Security System Project at the Novato Unified School District and for other facility projects which may be identified by the District. Thus, while this RFQ focuses on the above project, the consulting firm selected may, at the sole discretion of the District, be engaged in other projects as designated by the district.

Your Statement of Qualifications **submittal must be received by 2:00 p.m. on February 14, 2019**. Submittals received after this date and time will not be accepted by the District.

Please submit **three (3) copies** of your completed Statement of Qualifications and to:

**Novato Unified School District
Facilities Office – Room 105
Attn: Mike Woolard, Executive Director of Facilities
1015 Seventh Street
Novato, CA 94945**

Questions regarding this RFP may be directed to the above contact person. For a copy of the full RFP please visit www.greystonewest.com/current-projects.

This is not a formal request for bids or an offer by the District to contract with any party responding to this request. The District reserves the right to reject any and all proposals.

Sincerely,

Mike Woolard
Novato Unified School District

PROJECT DESCRIPTION

Description of the project

The consulting services, shall include, but not be limited, to the following:

- Evaluate existing security systems at all school sites
- Recommend updates of new installation of security systems supported by new IT Infrastructure
- Recommend short-term actions to bridge gap from existing security system to proposed new system
- Recommend new camera locations and validate existing camera locations for a standard school site surveillance system, in conjunction with site administration and security personnel
- Develop options that are scalable in price and system

SUBMITTAL REQUIREMENTS

Your Statement of Qualifications shall respond to each item noted below and must follow the format described below. Please limit response information to no more than ten (10) pages and include relevant information only. Submitted materials are limited to 8-1/2 x 11 sized papers.

1. **COVER LETTER/LETTER OF INTEREST**
Maximum of two (2) pages. Must include name of firm, address, telephone and fax numbers, and name of Principal to contact. The letter must be signed by a representative of the firm with authorization to bind the firm by contract.
2. **DESCRIPTION OF FIRM AND KEY SUB-CONSULTANT FIRMS**
 - A. **Consultant Firms**
 - History, number of years in business in California, staff size
 - Location of office which will perform the work
 - Size of staff, number of licensed consultants and/or engineers in the office who will perform the work
 - B. **Sub-Consultant Firms**
 - Describe the relationship of your firm and any sub-consultants.
 - For each sub-consultant firm, provide the following information:
 - Description of the services the firm will be providing
 - History, number of years in business, staff size
 - Location of office which will perform the work
 - Size of staff, number of professionals in the office which will perform the work
 - Description of extent and duration of prior working relationship with your firm (number and type of projects, number of years)
 - Fees to be charged.

3. RELEVANT EXPERIENCE

- A. List relevant K-12 school projects and include:
- Project name and location
 - Year completed or current status
 - Client, contact person, and phone number
 - Project size: square feet and student enrollment
 - Project cost
 - Key consultant firms (structural, mechanical, electrical, civil, etc.)

4. PROJECT TEAM

- A. List the following key Team Members for each primary discipline (structural, mechanical, electrical, civil).
- Principal-in-Charge
 - Project Manager
 - Project Consultant or Engineer
- B. Provide qualifications of the Team Members listed above by including resumes which also list related experience

5. FIRM TRACK RECORD

- A. Has your firm ever been terminated or dismissed by a client or replaced by another firm during any educational and/or related project? If so, explain in detail.
- B. Describe by example your experience in meeting schedules and timelines. Describe an approach you have taken to expedite a schedule.
- C. Describe by example your experience in meeting budgets. Describe by example an approach you have taken to bring a project back into budget.
- D. List a completed school security project-and/or a new school security project and their construction budgets that you have been involved in. You may use a related project type if your firm has not completed relevant school projects.
- E. Provide a statement of your firm's financial stability.
- F. Does your firm have any current or pending litigation? If so, please describe.
- G. Has your firm ever defaulted on a contract within the past five (5) years or declared bankruptcy, or been placed in receivership within the past five (5) years?
- H. Name of the prime professional license holder exactly as on file with the requisite licensing authorities.

6. DESCRIPTION OF FEE STRUCTURE

Describe your typical fee structure for a project of this type and scope. The specific fee for the project will be negotiated with the firm ranked highest in the selection process. If a reasonable fee cannot be agreed upon, the District may elect to consider the next highest-ranking firm.

SELECTION PROCESS

All Statements of Qualifications received by the specified deadline will be reviewed by the Novato Unified School District for completeness, content, experience, and qualifications. For those firms deemed most qualified, further evaluation and interviews may be conducted as part

of the final selection process. However, 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 supplied in the Statement of Qualifications.

The District reserves the right to select the firm(s) whose qualifications, in the District's sole judgment, best meet the needs of the District.

SELECTION CRITERIA

The following criteria, listed in no particular order of importance, will be used to select the firm for the above described work.

- Responsiveness to the RFQ – completeness and quality of the response.
- Firm and sub-consultant experience with school projects Qualifications and experience of proposed Team Members.
- Client satisfaction.
- Ability to comply with budget.
- Ability to comply with schedule.
- Stability and production capacity of firm and sub-consultant firms.
- Appropriate design aesthetic.
- Reasonableness of fees.