



# **Sacramento City Unified School District**

**Business Services**

**Contracts Office**

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*José L. Banda, Superintendent*

*Gerardo Castillo, Chief Business Officer*

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**REQUEST FOR STATEMENT OF**

**QUALIFICATIONS**

**For**

**CENTRAL KITCHEN**

**CONSULTING SERVICES**

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Request for Qualifications Issued: September 20, 2016

Deadline for Submittal of Qualifications: October 19, 2016

# Request for Statement of Qualifications for Central Kitchen Consulting Services

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## I. OVERVIEW

### Introduction

The Sacramento City Unified School District (“District”) is seeking statements of qualifications from firms that can provide consulting services related to the planning of a central kitchen. Firms wishing to submit a Statement of Qualifications should preferably have a track record of leading large and complex projects that include working with architectural firms, public and state organizations, the Division of State Architect, District officials, and the surrounding community.

### Background

The Sacramento City Unified School District is an urban district with an enrollment exceeding 43,000 students in 77 pre-K through Adult schools. The District covers 75 square miles. Its buildings comprise over 5 million square feet of traditional school buildings, portable classrooms, and administrative offices. The District is governed by an elected board of seven members who serve four-year terms, and is staffed by over 3,000 teaching, support, and administrative employees.

The Sacramento area has been described as the National Farm to Fork capital, and the growing interest to increase healthy, scratch-prepared meals at all of the District’s school sites has great momentum with much of the surrounding community. That, coupled with outdated nutritional services facilities and the need to serve more meals to more students, has galvanized into a need for a larger and more capable central kitchen for the District that captures the spirit of the Sacramento area.

In November 2012 voters within the District boundaries approved a General Obligation Bond (Measure R) which outlined the construction of a central kitchen “that will serve more students, improve efficiency, increase revenues, provide better meals with standardized and healthier menus and improved services.”

The Districts Governing Board recently created a Central Kitchen Taskforce to help realize the central kitchen. The Taskforce, made up of school board members, community stakeholders and District staff, has been instrumental in assessing the need for new facilities and possible locations, as well as outlining the need for a project consultant.

The District is currently in the process of securing a site that would best utilize current District properties and programmatic needs.

## II. GENERAL INSTRUCTIONS

Interested firms are invited to submit one (1) original signed proposal, six (6) additional hard copies, and one (1) digital copy (flash drive) in write protected PDF format.

The proposal shall be submitted in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Wednesday, October 19, 2016 to the following address:

Sacramento City Unified School District  
Contracts Office  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words “RFQ for Central Kitchen Consulting Services”. It is the firm’s sole responsibility to ensure that their response is received prior to the scheduled closing time for receipt of statements of qualifications. No corrected or resubmitted proposals will be accepted after the deadline. Faxed responses are not appropriate for submission and will not be accepted or considered.

This Request for Statement of Qualifications does not commit the Sacramento City Unified School District to award a contract or 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 responses or to cancel in part or in its entirety this Request for Statement of Qualifications. The District further reserves the right to accept the response that it considered to be in their best interest.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFQ.

### **Requests for Information**

Questions related to this RFQ should be submitted in writing to Kimberly Teague, Contract Specialist, at [kimt@scusd.edu](mailto:kimt@scusd.edu) no later than Tuesday, October 4, 2016. Specify “RFQ for Central Kitchen Consulting Services” in the subject line. Responses to all questions received will be posted on the Districts website, <http://www.scusd.edu/rfp>.

### **III. SCOPE OF SERVICES**

1. Work in collaboration with a District-hired architect.
2. Assist and collaborate with District and architect in planning and scope development.
3. Community engagement and outreach.
4. Lead monthly central kitchen taskforce meetings.
5. Assist the District in increasing college and career readiness opportunities.
6. Assist the District in farm-to-fork opportunities.

Firm is expected to show their qualifications in these areas:

### **Planning and Scope Development**

- Evidence and track record of large school district central kitchen projects.
- Understand fresh, local, healthy food sourcing and cooking.
- Knowledge of net-zero developments and/or the LEED certification process, or equivalent.
- Understand existing SCUSD Master Plan and other District documents, make recommendations, and update as needed based on draft scope, existing site conditions, and other needs.
- Recommend a draft scope.
- Experience and ability to identify and work with community and District leaders who will help ensure widespread support is maintained throughout the entire process.

### **Planning and Related Work**

- Work with an architect, District staff, state agencies and various community stakeholders to plan and develop a central kitchen in accordance with the District's standard design parameters, while also identifying opportunities and options for potential sustainable development certifications.
- Assist architect and District in identifying school facilities needs as it relates to the central kitchen.
- Work with architect to meet and present to staff and public the status, design, and schedule of project.
- Assist District staff in identifying and applying for state and other available funding, including the preparation of documents required as a condition of such funding.

**Please note:** To avoid a conflict of interest, *the firm selected to provide consulting services in the development of a central kitchen will not also be hired for central kitchen architectural and/or engineering services.*

## **IV. CONTENTS FOR PROPOSALS**

In order for proposals to be considered, said proposal 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 important.

The proposals shall be organized in the format listed below and shall be limited to thirty (30) pages (excluding attachments and appendices) on 8 1/2" x 11" paper with all responses bound with tabs separating each section. Respondents shall read each item carefully and answer accurately to ensure compliance with District requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

### **A. Submittal Letter**

Include the RFQ's title and submittal due date, the name, address, and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the Proposal shall be valid for a 60-day period and that the staff proposed is available immediately. The person authorized by the firm to negotiate a contract with District shall sign the cover letter.

## **B. Description of Firm**

This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of the District.

## **C. Organizational Structure**

Describe your firm's organizational structure. Provide the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

## **D. References and Description of Experience**

This section should identify similar services that the firm has completed as outlined in the RFQ. Use this section to indicate your firm's areas of expertise and how that expertise will benefit the District. Include at least three (3) references (preferably school Districts) along with the names of individuals familiar with your work that can be contacted by District staff.

## **E. Project Overview**

This section should clearly convey the firm's understanding of the nature of central kitchen consulting services and the general approach that will be used.

## **F. Cost**

This section should indicate your hourly rate and/or a preference to bill on a percentage of total construction cost. Compensation will be negotiated when the scope of work is defined more clearly. Please include rates for additional costs such as travel, preparation of deliverables, etc. if applicable.

## **V. SELECTION CRITERIA**

Firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

- A.** Demonstrated understanding and responsiveness to the Request for Statement of Qualifications.
- B.** Experience of firm and personnel named in the Statement of Qualifications.
- C.** Past experience assisting California school districts with central kitchen consulting needs.
- D.** Planning approach, including an understanding of the District.
- E.** Oral interview (if applicable).
- F.** Completeness and quality of the Statement of Qualifications.
- G.** Cost

## **VI. PROCESS FOR SELECTING FIRM**

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, selected firms will be notified as to place, time, date and purpose of the interview.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process.