



REQUEST FOR QUALIFICATIONS (RFQ)

MODULAR BUILDING SERVICES PROVIDERS

RFQ No. SFUSD-FACBOND-POOL #MBSP-FY25_020

OCTOBER 2026



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I.OVERVIEW

1.1 Introduction

The San Francisco Unified School District ("SFUSD") is seeking Statement of Qualifications ("SOQ") from qualified Modular Building Service Providers Providers to provide DSA (Division of the State Architect) leased temporary modular buildings for SFUSD capital improvement projects including Proposition A Bond and Facilities Design & Construction.

All respondents must meet the Minimum Qualifications outlined in Section VII.

Direct all comments or questions regarding this RFQ by email to Michelle Lee, Bond Program Project Manager at leem33@sfusd.edu.

1.2 Timeline + Key Dates

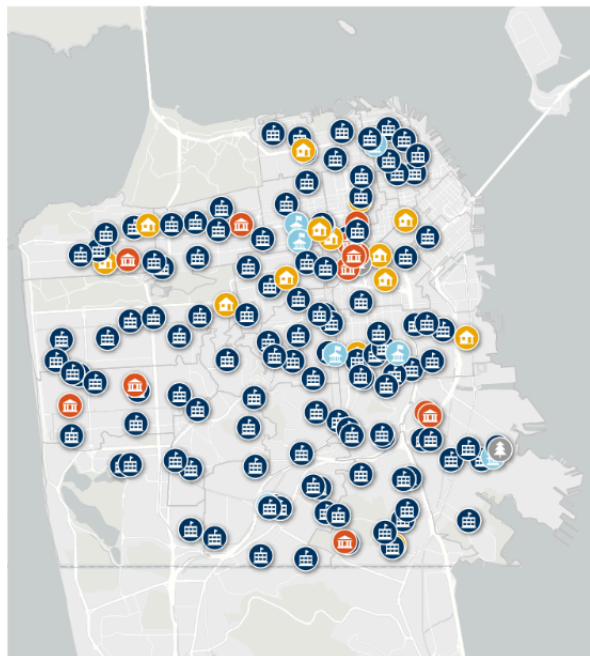
The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, and/or amend the schedule. The District will make every effort to adhere to the following anticipated schedule:

Event	Date
Document Posting (SFUSD Website)	Tuesday, October 28, 2025
Deadline to Submit RFQ Questions	Wednesday, November 19, 2025 @ 2:00 PM
Question and Answer Posting (via Addendum on SFUSD Website)	Wednesday, November 26 2025
Statement of Qualifications (RFQ) Due Date	Friday, December 5, 2025 @ 2:00 PM
RFQ Review	December 8 to December 19, 2025
Interviews (at District's discretion)	The week of December 8 or December 15, 2025
Results Announced	Monday, December 22 2025

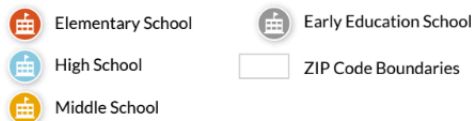
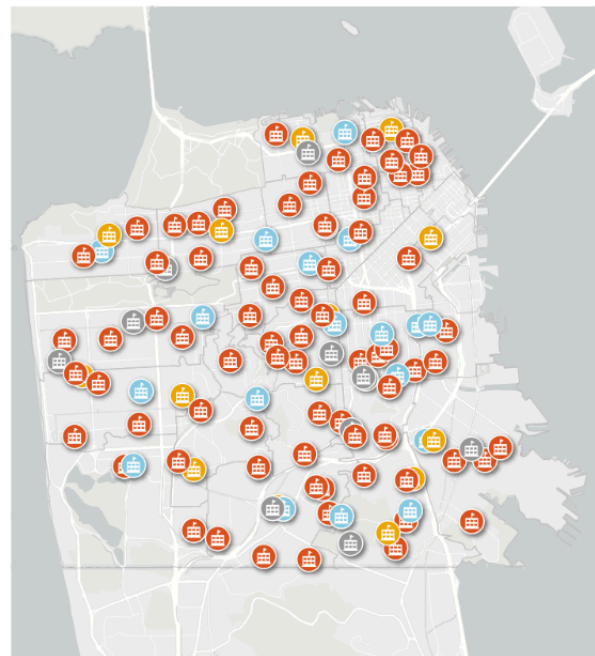
II.BACKGROUND

The San Francisco Unified School District (SFUSD) is the primary and secondary public school entity for the City and County of San Francisco. The District is the seventh largest school district in California, with more than 50,000 enrolled students and nearly 9,200 employees (as of October 2021). San Francisco is both a city and a county, so the District administers both the school district and the San Francisco County Office of Education (COE), making it a single-district county.

The majority of SFUSD's properties are 120 schools (excluding charters), which account for 77 percent of all sites and 85 percent of the District's building square footage portfolio. SFUSD manages 16.7 million square feet of exterior area (equivalent to 289 American football fields), much of which are student-activated schoolyards. The maps below show SFUSD District facilities by use and by school type. These maps are excerpted from [SFUSD's 2023 Facilities Master Plan](#), which all Proposers should review in detail.



Source: San Francisco Unified School District.



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The Bond Program is the cornerstone of the District's capital facilities program. The District uses this funding tool to replace major systems, renovate aging buildings, and modernize campuses. More importantly, the bond modernization program enables the District to transform learning spaces and upgrade aesthetics. This critical capital source supports the District's vision for enriching students' daily school experience by creating comfortable and safe environments that inspire curiosity and enthusiasm for learning.

III.RFQ PURPOSE

SFUSD seeks collaborative, thoughtful, and innovative partners to share in our vision of the "schools we want", as outlined in the [2023 Facilities Master Plan](#). The District wishes to create a pool of qualified Modular Building Service Providers from which it can assign specific projects including Proposition A Bond and Facilities Design & Construction. At the District's discretion, other District departments may also use this pool related to the District's facilities or real property.

The requested services will be funded through SFUSD's Bond Programs, including a 2024 Bond. The District may also elect to submit applications for State School Facility Modernization Program or other funding sources to supplement bond funds.

The SFUSD Bond Programs' work may consist of:

- Modernization of existing SFUSD facilities
- Core functionality projects
- Department of Technology (DoT) upgrades
- Student Nutrition Services (SNS) kitchen and dining space modernizations
- Schoolyard Outdoor Learning (SOL) projects, including outdoor classrooms, stormwater management, and athletic facilities

At the District's discretion, other District departments may also use this pool for Modular Building Service related to the District's facilities or real property. The District anticipates initial design work to commence in Fall 2024 and to update the pool at the District's discretion in four (4) to six (6) years.

IV.SCOPE OF WORK AND REQUIREMENTS

The District and its Program Planning and Design Manager (PPDM) maintain a robust set of Bond Program Procedures and Standards, including general program information, design standards, and various procedures and processes that apply to the delivery of Bond projects. This resource is updated periodically and is a valuable reference for the Bond team and its consultant partners.

The general scope of work includes the following.

- Furnish, install and maintain Division of State Architecture (DSA) approved leased temporary modular buildings required for the efficient completion of the District's facilities construction projects.
- Provide all District appointed architects with pre-checked drawings and specifications in the design phase for each project.
- Provide DSA approved stockpile numbers for the temporary modular buildings for inclusion in the DSA submittal.
- Removal of leased temporary modular buildings at the end of the term.
- Rental of storage containers.

Refer to [Exhibit A](#) for the detailed scopes and requirements during the pre-construction and construction phases.

Refer to [Appendix A](#) for the Minimum Qualification Certifications

Refer to [Appendix B](#) for the Typical Layout and Finishes of leased units

Refer to [Appendix C](#) for the Master Lease Agreement.

V.INSURANCE REQUIREMENTS

The insurance requirements listed below are summarized. For complete insurance requirements, please refer to the Master Lease Agreement.

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your response.

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for two (2) years beyond the date of the individual project completion.

Prior to issuance of a Notice to Proceed, each firm must provide the District with original “wet signature” certificate(s) of insurance that includes the following:

- The San Francisco Unified School District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s);
- Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide written notice to the certificate holder a minimum of 30 days prior to said cancellation.

5.1 Minimum Insurance Requirements

Each Firm or each member of joint ventures awarded a contract will be required to maintain, in full force and effect and at their own expense, the following insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your SOQ. The following insurance policies are required in order for your firm/joint venture to qualify for participation in these projects:

1. Worker’s Compensation Insurance in compliance with California law, with Statutory Limits, and Employer’s Liability Insurance with a limit of not less than \$1 million.
2. Commercial General Liability Insurance with limits not less than \$2 million per occurrence, and \$4 million in the aggregate.
3. Commercial Automobile Insurance with limits not less than \$2 million per occurrence.
4. Professional Liability Insurance with limits not less than \$1 million per claim, and \$2 million in the aggregate.

5.2 Coverage Timeline

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the claims-made coverage for ten (10) years beyond the date of the individual project completion.

5.3 Additional Insurance

The District maintains discretion to require additional insurance coverage for larger or more complex projects. Revised insurance coverage requirements would be issued to potential Modular Building Services Providers partners prior to Contract execution.

5.3 Insurance Documentation

Prior to issuance of a Notice to Proceed, each firm must provide the District with original wet signature certificate(s) of insurance that includes the following:

1. The San Francisco Unified School District (the "District"), its Board, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.
2. Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide 30 days' written notice to the certificate holder.

VI. PROPOSAL FORMAT, CONTENT, AND SUBMISSION

Proposers shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Proposals that fail to meet these requirements and procedures. **Proposals must be submitted as PDF attachments by email to Michelle Lee, Bond Program Project Manager at leem33@sfusd.edu.** The email must be a direct email to the address with the following subject line: RFQ No. SFUSD-FACBOND-POOL #MBSP-FY25_020. Proposals received other than via email or after the due date shall not be accepted.

Proposals shall be in 8 1/2" X 11" portrait format, with 11 pt. minimum size font and standard margins. Proposals shall have a 20-page limit, excluding tabs, resumes, references, and billing schedules, and must be complete with a table of contents and be consecutively numbered on each page. Proposal sections must be properly labeled with a section heading for ease of reference. Proposers should not include any pre-printed advertising or marketing materials, as they will not be reviewed or evaluated but may count toward maximum page counts.

Please provide the following information in the order given below. SOQ will be carefully reviewed and evaluated.

6.1 Introductory/Cover Letter (1-page limit)

Please provide:

- a) The full name and address of the Company and its location in the state of California
- b) Information regarding the size of your firm, and include any joint venture, partnering, sub-consultants or subcontractors that you intend to include in your project team.
- c) A brief description of your Company including a description of your typical services
- d) Name, email address and phone number of a designated contact person
- e) Acknowledge having read the draft form Contract attached hereto and agree to execute a contract in substantially the same form if selected.

6.2 Professional Qualifications and Experience, Project Approach (25 points maximum, 8-page limit)

Describe the company's approach on providing the requested services listed in Exhibit A:

- a) Provide a chart identifying individuals who will comprise the SFUSD Team.
Include any immediate subcontractors or consultants.
- b) Provide brief resumes of key team members listed on the chart
- c) Include brief description of sub-consultants/ subcontractors and role in helping provide Modular Building Services
- d) Provide a typical timeline for issuance of pre-checked drawings required for DSA approval.
- e) Quality Control - Your team's approach to quality assurance and your process for quality control.
- f) Availability – Provide a description of your company's ability to provide modular buildings and the time frame in which they can be provided.

6.3 References (5-page limit)

Provide a list of representative projects (minimum of five (5) projects) undertaken in the last five (5) years demonstrating your team's K-12 public school experience.

Include:

- a) Project title
- b) Description of services provided
- c) Project duration
- d) Owner contacts and telephone numbers.

The District may or may not contact those listed on this reference list.

6.4 Safety (2-page limit)

Please briefly discuss the firm's safety program covering field activities. Please provide the firm's Workman's Compensation Experience Modification Rate.

Has your firm received any Cal OSHA citations in the last three (3) years? If so, provide an explanation for each of these.

6.5 Prior Claims (no page limit)

Provide a complete listing of the formal (written) claims presented to the firm, joint venture partners, outside consultants, and/or subcontractors in the past five (5) years.

Include:

- a) The name of the claimant.
- b) A brief description of the claim.
- c) The dollar value of the claim.

d) Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate “resolution pending”.

e) Claim Statement:

1. End the list with the statement: “Under penalty of disbarment I certify this list to be complete and accurate.” Have the statement dated and signed by a company principal or senior representative.
2. In the case that the firm, joint venture partners, outside consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past five (5) years submit the statement: “Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past three years.” Have this statement signed and dated by a company principal or senior representative.

6.6 Disabled Veteran Business Enterprise - DVBE Goals (1/2 page limit)

Describe your firm's approach in meeting DVBE goals, either directly or through sub-consultants or sub-contractors.

6.7 Billing Rates and Fees Schedule (no page limit)

Provide a fee schedule for services for each type of Modular Building available. Prices offered shall remain firm-fixed throughout the term of the pool. A rate adjustment may be requested if a pool extension is exercised.

Any requested price increase or decrease must be properly documented and submitted in writing by the Contractor. The percentage increase shall not exceed the All Consumer Price Index (CPI) of the San Francisco Metropolitan Area, as reported by the U.S. Department of Labor for the June-to-June period immediately preceding the adjustment date. In no event shall the increase exceed three percent (3%). Respondent will be required to present documentation sufficient to justify any proposed percentage price increase.

VII. EVALUATION AND SELECTION PROCESS

7.1 Overall Evaluation Process

7.1 Overall Evaluation Process

Submittals received in response to this RFQ will be evaluated in two phases. Proposers that pass the initial evaluation phase (Minimum Qualifications) will be advanced to the next phase which is the panel review and evaluation of the Proposals. The evaluation criteria listed below will be used to evaluate the respondent's written proposals and/or presentation. This RFQ does not in any way limit the District's right to solicit contracts for similar or identical services through a separate RFQ process if, in the District's sole and

absolute discretion, it determines that none of the selected Proposers are fully capable of satisfying its needs.

7.2 Minimum Qualifications

1. Minimum Qualifications (Pass / Fail)

The Proposals will be reviewed for minimum qualifications on a pass/fail basis. Only Proposals that meet the minimum qualifications will be advanced to the next phase of the evaluation. The District has established the following requirements as the minimum qualifications for participating in this RFQ:

- Complete and submit Appendix A along with the responses to section VI.

7.3 Evaluation Panel

The District will convene a panel whose membership will include professionals knowledgeable of the services requested through this RFQ to evaluate the Proposals. To do this, the panelists will review the RFQ, the Questions and Answers document, the Proposals received, and participate in interviews as required, which will be offered at the District's sole discretion.

VIII. TERMS FOR RECEIPT OF PROPOSALS

8.1 Questions or Requests Regarding the RFQ or Agreement

Any questions or requests from prospective Proposers regarding this RFQ, (including the Scope of Work, requirements, and evaluation criteria) or the attached Master Lease Agreement must be submitted, in writing, via email to Michelle Lee at leem25@sfusd.edu by the deadline as indicated in Section 1.2. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: QUESTIONS FOR RFQ No. SFUSD-FACBOND-POOL #MBSP-FY25_020. Proposers who fail to do so will waive all further rights to protest, based on these specifications and requirements. Firms are directed to not contact any other person with inquiries regarding this RFQ.

8.2 Change Notices

The District may unilaterally modify the RFQ, prior to the Proposal due date, by issuing an addendum, which will be posted on the District's contracts opportunities portal: [Current RFPs, RFQs, RFOs & RFIs | SFUSD](#). Proposers shall be responsible for ensuring that their Proposals reflect any and all RFQ addenda issued by the District prior to the bid due date regardless of when it is submitted. Therefore, the District recommends that Proposers visit the portal frequently, particularly during the run up to the Proposal due date, to determine if they have downloaded any and all addendum/addenda and documents.

8.3 Term of Proposal

Submission of a Proposal signifies that any proposed services and fees/billing rates are valid for 120 calendar days from the Proposal due date and that any quoted fees/billing rates are genuine and not the result of collusion or any other anti-competitive activity.

8.4 Revision of Proposals

A Proposer may revise its Proposal on its own initiative at any time before the deadline for submission of the SOQ. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before the bid due date. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the bid due date.

At any time during the evaluation process, the District may require a Proposer to provide oral or written clarification of its Proposal. The District reserves the right to make an award without further clarifications of Proposals received.

8.5 Errors and Omissions in Proposal

Failure by the District to object to an error, omission, or deviation in a Proposal will in no way modify the RFQ or excuse a Proposer from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

8.6 Financial Responsibility

The District accepts no financial responsibility for any costs incurred by any Proposer in responding to this RFQ. Proposals will become the property of the District and may be used by the District in any way deemed appropriate.

8.7 Reservation of Rights by the District

This RFQ is not a formal request for bids or an offer by the District to contract with any Firm responding to this solicitation. Inclusion in the Modular Building Service Provider pool and any award of a contract will be subject to District Board of Education approval.

The District reserves the right to make a selection anytime during the selection process in the event that the District can readily make a clear determination and selection from the SOQs.

The District reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any SOQ as non-responsive, and not to contract with any firm for the Services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ. The District reserves the right to seek SOQs from or to contract with any firm not participating in this process.

The issuance of this RFQ does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response or procedure.

- Reject any or all Proposals;
- Reissue a Request for Qualifications;
- Prior to submission deadline, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFQ, or the requirements for contents or format of the Proposals;
- Procure any materials, equipment or services specified in this RFQ by any other means; or
- Determine that no project will be pursued.

8.8 No Waiver

No waiver by the District of any provision of this RFQ shall be implied from any failure by the District to recognize or take action on account of any failure by a Proposer to observe any provision of this RFQ.

IX.RFQ APPENDICES & EXHIBITS

- 9.1 [Appendix A - Minimum Qualifications Certification](#)
- 9.2 [Appendix B - Typical Classroom and Restroom Layouts](#)
- 9.3 [Appendix C - District's Modular Service Providers Master Lease Agreement](#)
- 9.4 [Exhibit A - Modular Building Service Provider Scope of Work](#)