

BLACK OAK MINE UNIFIED SCHOOL DISTRICT

Request for Qualifications and Proposals (RFQ/P) for Architectural Services

The Black Oak Mine Unified School District (“District”) is seeking Statements of Qualifications and Proposals (“SOQ/Ps”) from qualified architects (“Architect”) to provide architectural, design and engineering services for the construction of various school facility projects. The District expects to establish and maintain a short list, or pool, of qualified architectural firms that can provide full service architectural services to the District including electrical, mechanical, civil, and structural engineering for the design of various school construction projects. The District projects may include District-wide improvements, upgrades and new construction. A construction delivery method has not been determined.

Each firm responding to this Request for Qualifications and Proposals (“RFQ/P) shall comply with all of the requirements contained within this RFQ/P. Failure to comply with all of the requirements set forth may result in the SOQ and Proposal being deemed nonresponsive.

1. GENERAL INFORMATION

- A. Proposing firm shall submit one (1) original, four (4) copies and an electronic copy of its Proposal and SOQ in a sealed box or envelope marked with, “Architectural Proposal and SOQ” by the due date and time specified.
- B. SOQs and Proposals are to be printed on 8-1/2” x 11” paper, single sided. There is no page limit however, proposing firms should limit their SOQ/Ps to information that is relevant to this RFQ/P and which demonstrates their experience, approach and methodology on similar projects. Excess materials such as marketing brochures are not to be included.

The SOQ and Proposal shall be signed by a representative or officer who is authorized to bind the Architect. A cover letter shall be included which makes a statement warranting the truth and accuracy of the representations made in the SOQ/P. Architects shall complete a notarized Non-Collusion Affidavit included in this RFQ/P as Attachment B.

- C. The SOQ and Proposal shall be submitted to the District, no later than the date and time specified in Attachment A. Any SOQ or Proposal submitted or received after the date and time specified in Attachment A shall be returned unopened. Any SOQ or Proposal submitted by means of facsimile transmission or e-mail shall be rejected as nonresponsive. Each Architect shall be responsible for any and all expenses it may incur in responding to this RFQ/P.
- D. An Architect may withdraw an SOQ and Proposal that it has submitted to the District at any time prior to the closing date and time for receipt thereof specified in Attachment A. There will be no public opening of submitted SOQ/Ps at such date and time. An Architect that has withdrawn an SOQ/P may resubmit their response package if such re-submittal occurs prior to the date and time for receipt thereof specified in Attachment A.

- E. Any questions regarding this RFQ/P shall be directed, in writing, to the District representative specified in Attachment “A” (“Project Description”) not later than the date and time established as the “RFI Deadline” within Attachment A.
- F. Proposers are strongly cautioned to refrain from contacting any other member of the District staff, administration or any member of the District’s governing board (“Board”) prior to the final selection of Architect(s). Doing so may result in immediate disqualification of a proposer’s SOQ/P.
- G. The District and its Governing Board reserve the right to determine whether a SOQ/P satisfies the requirements set forth in the RFQ/P; to waive any irregularities in any SOQ/P and to reject any or all submittal packages. The District shall have the right to request any additional information from any or all of the proposing firms, to select, in its sole discretion, firms that will go on to interview and to select, in its sole discretion, the firm(s) that best meets the needs of the District and to initiate negotiations to engage that firm. In the event that such negotiations are determined, in the District’s sole discretion, to be unsuccessful, the District shall have the right to terminate such negotiations and enter negotiations with the next most preferred firm.
- H. The Architectural Firms will be evaluated on criteria A-O of the SOQ requirements and criteria A-C of the Proposal Requirements.
- I. The Selected Architect(s) shall be required to execute an Agreement with the District. The District will provide the Agreement after award by Board of Trustees.
- J. The Selected Architect(s) shall be required to attend, record, facilitate and make presentations at District or Project meetings as required for purposes of programming, design development and final approval processes and as determined by District in its reasonable discretion.
- K. The Selected Architect(s) shall be required to provide all professional disciplines necessary to provide a complete set of biddable documents, including, but not limited to, working drawings, general, supplementary and special conditions, as required, and specifications for Projects (“Bid Documents”). In producing the Bid Documents, the Selected Architect(s) shall be required to consider all measures designed to minimize or eliminate the necessity for revisions or changes to the Bid Documents after commencement of construction. The Selected Architect(s) shall be required to assist in performing any value engineering and/or constructability reviews requested by District or its Construction Manager. The conduct of a constructability review by the District or its Construction Manager shall not relieve the Selected Architect(s) from performing constructability reviews and other quality assurance activities necessary to produce an accurate and comprehensive body of Bid and Construction Documents. The Selected Architect(s) shall be required to provide traditional Construction Administration duties, as more fully described within the District’s sample agreement and to assist the District in performing preliminary application work for State-funded new-construction and modernization projects.
- L. The Selected Architect(s) shall be required to obtain and/or maintain a policy of professional liability insurance, written on an “occurrence” basis, with minimum limits of

\$2,000,000 per occurrence / \$4,000,000 aggregate. The Selected Architect(s) shall file a certificate of insurance evidencing such policy with the District prior to the execution of the Agreement, and Architect(s) shall maintain such insurance throughout the term of the Agreement.

2. CONTENT OF SOQ

Each Architect responding to the RFQ/P shall address the following items in its SOQ, in the order listed below, which shall be identified as items (A) through (O) in the SOQ:

- A. Cover Letter
Include a cover letter signed by an individual authorized to bind the firm.
Include a statement that warrants the truth and accuracy of the information included or representations made in the SOQ/P.
- B. Table of Contents
A table of contents of the material contained in the submittal package should follow the cover letter.
- C. Description of Firm
Provide specific information regarding the size, financial strength, location, nature of work performed, years in business, and approach that will be used in meeting the District's needs.
- D. Background of Architect's Personnel
Identify all personnel employed by Architect who will/may work on Project(s), including staff from other local offices, as well as the executives who will support and provide oversight. Include a proposed organization chart depicting your project team(s). Describe the role and responsibilities of each individual listed. Include a resume for each person that may be assigned to Projects, specifying education, background, experience and continuing education. Resumes must be included in this section of the SOQ.
- E. Consultants and Engineers
Indicate the extent to which the Architect will subcontract its work on Project(s), i.e., to consulting designers, consulting engineers or engineering firms ("Engineers"). Identify each Principal or Supervising Engineer that Architect intends to use on Project(s), and specify the scope of the work that shall be performed by that Engineer. Unless District consents, in its sole discretion, Architect may not subcontract any portion of the work on a Project to a Consultant or Engineer without prior consent of the District.
- F. Experience in Design and Construction/Modernization of School Facilities
Provide a detailed summary of the Architect's experience in working with other California school districts, including information regarding programming, planning, and providing "field" services for the construction or modernization of educational facilities, including high school districts. Provide specific examples of different types of projects you have worked on. Attachment A includes types of projects the District may require architectural services for.
- G. Experience with Green Technology
Describe the firm's experience, approach and methodology in regard to:
 - LEED Certification

- Collaborative for High Performing Schools (CHPS)
- California Green Building Standards Code
- Green Buildings and Construction in General
- Proposition 39 Projects

H. Litigation History – Architectural Design and Construction Related

The Architect shall list all architectural, design, engineering, and construction-related litigation in the last five (5) years, filed either by an owner, owner’s consultant or contractor, which names the Architect, Architect’s employees, Architect’s Consultants, Engineers, or Consultant’s employees as defendants of any tier. State the nature of the complaint, the beginning and end date, or anticipated end date, of each lawsuit, case number of proceeding, and the judgment or resolution or the anticipated judgment or resolution.

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

I. Criminal Prosecution History

The Architect shall disclose the complaint(s), if any, that have been lodged against the Architect with any local public agency, any agency of the State of California, or any professional organization with which the Architect is affiliated and, if so, describe the nature of the complaint(s) and outcome(s) or anticipated outcome(s).

J. Insurance Claims History

The Architect shall describe the outcome of claims, if any, filed against Architect’s general liability or professional liability or automobile liability insurance carriers during the past five (5) years. Identify the firm’s insurance carriers’ name and address and policy number(s) for General Liability and Professional Liability for the past five (5) years.

K. References

The Architect shall list a minimum of five (5) references for relevant California public schools (preferably high schools), colleges, or other relevant projects completed within the last five (5) years. Include the District name, Project name, construction value, a current district contact and title with contact information.

At least three (3) of the projects must be demonstrated to show Project Certification by DSA, under “Letter Type” 1 or 2. Include DSA application number and verify that this is shown on DSA website or provide other written documentation.

L. Experience with State Regulatory Agencies

Specify the Architect’s experience working with State agencies, including the Office of Public School Construction, State Allocation Board, Department of Education, Division of the State Architect and the Department of Toxic Substances Control.

M. Knowledge of State Funding for School Construction/Reconstruction

Describe the knowledge possessed by Architect's personnel regarding California, State-funded school-facilities construction and modernization projects and Architect's experience with the application and funding process. Specifically include information regarding experience with and knowledge of Senate Bill 50 (Stats. 1998, Ch. 407) and regulations pertaining thereto.

N. Project Plan and Methodology

Describe the procedures Architect will employ to ensure that the needs of the District will be satisfied, including completion of the Project in a cost-effective and timely manner.

O. Other

Each Architect is encouraged to provide any additional information or description of resources that Architect believes is pertinent to this RFQ/P.

3. **CONTENT OF PROPOSAL**

Each Architect shall address the following items in its Proposal, in the order listed below, which shall be identified as items (A) through (C) in the Proposal:

A. Fees

Describe the method proposed by the Architect for calculating and charging fees for performance of work on Project(s), including whether fees will be based on time and material, percentage of construction, a not-to-exceed fee, some other method, or a combination of methods. Discuss potential fee discounts for projects for which the Architect may re-use plans and specifications developed for other Projects.

If proposed fee approach includes hourly billings for any phase of work or, if hourly billings against a not-to-exceed total is proposed, include a complete listing of positions and hourly billing rates that could apply to Projects. If any escalation above the stated rates is proposed, identify the basis, timing and amount of such escalation.

Identify whether you propose to bill reimbursable costs at cost or if you propose to add a mark-up to such costs.

B. Workload

Discuss Architect's requested process if it is asked to provide personnel and other resources necessary on a Project.

C. Other

Each Architect is encouraged to provide a description of resources, or any other information the Architect believes is pertinent to its Proposal.

ATTACHMENT A
Black Oak Mine Unified School
District Project Description

I. District Representative

Name: Sid Albaugh, Chief Business Official
Telephone Number: 530-333-8300 ext. 223
Email: salbaugh@bomusd.org

**Request for Information (RFI) will be accepted via email only.*

II. Deadlines, Schedules and Location for Submission

RFI Deadline: 10/4/18 @ 10:00 a.m.

RFQ/P Due Date/Time: **10/12/18 @ 2:00 p.m.**

Place: Black Oak Mine Unified School District
Office 6540 Wentworth Springs Road
Georgetown, CA 95634
Attn: Sid Albaugh, Chief Business Official
Mark Package: “***Architectural Proposal and SOQ***”

RFQ/RFP Evaluations: 10/15/18 – 10/17/18

Interviews of Firms: 10/23/18 – 10/26/18

Board Meeting Award: November/December 2018

Timeline subject to change at the District’s discretion.

ATTACHMENT "B"
[Non-Collusion Declaration]

STATE OF CALIFORNIA)

) ss.

COUNTY OF)

_____ being first duly sworn, deposes and says
that he/she is _____ of,

_____, the party making the foregoing bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company associations, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

(Signature)

(Typed Name)

Subscribed and sworn to (or affirmed) before me, on this _____ day of _____, 20 .

Notary Public

My Commission Expires: