

RIPON UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSALS

ARCHITECTURAL SERVICES: NEW BATHROOMS AND TICKET BOOTH AT RIPON HIGH SCHOOL FOOTBALL STADIUM



SUBMIT PROPOSALS TO:

Andy Strickland
Director of Operations
Ripon Unified School District
304 North Acacia Avenue
Ripon, CA 95366

OVERVIEW

The Ripon Unified School District is pleased to request a proposal for professional architectural services from interested firms. The purpose of the proposal is to build a new bathroom and ticket booth structure that would complement the upgrades that have already been completed in the stadium. All services must be fully compliant with all Office of Public School Construction (OPSC), DSA, State, and local requirements as applicable.

- Qualifications
 - Specify number, qualifications, and types of employees
 - Provide background of key employees
 - Provide organizational chart
 - Firm strengths/specialization
 - CAD capabilities
- Services Capability
 - Firm Resources
 - Specify number and types of modernizations projects completed
 - Specify total number of projects in progress
 - Methodology to be utilized
 - Use of consultants- i.e. internal/external resources such as engineers, landscape architects, etc.
- Experience and past performance
- Fees schedule and other services provided (ex. Mileage)
- Other factors, such as details regarding the company contact assigned to Ripon Unified School District projects, how the firm would manage its obligations with the Ripon Unified School District, and how the firm would provide continuing customer service to the Ripon Unified School District.

It is anticipated that proposals will be evaluated by a Ripon Unified School District evaluation committee utilizing evaluation criteria generally consisting of: qualifications, experience and past performance, service capability, cost to the Ripon Unified School District, and other relevant considerations such as responses to Ripon Unified School District requested information, references, suitability, fees, etc. It is anticipated that the highest ranking firm(s) will be invited for an interview.

Please submit the completed original plus two (2) copies of your proposal packet (RFP), along with all related documents, to the Ripon Unified School District by hand delivery, U.S. Mail, UPS or Fed Ex no later than 2:00 p.m. on March 15, 2018.

SECTION A – GENERAL INFORMATION

- (1) Firm name, address and contact information:

- (2) Telephone: () _____ Facsimile: () _____

Email: _____

Website: _____

- (3) Type of firm: (check one)

Individual ☐ Partnership ☐ Corporation ☐ State ☐

- (4) Names and titles of all principals/officers of the firm:

Names	Title	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- (5) Please list any applicable certifications and licenses and the associated numbers:

- (6) Is the firm registered with the DIR?

- a. If Yes, please provide your DIR Number _____
- (7) Have you or any of your principals ever conducted similar services under a different name or certification or different license number? _____
- a. If Yes, give firm name, address and certification or license number.
- i. Name _____
- ii. Address _____
- iii. License No. (if any) _____
- (8) How many years has your firm been in business under its present business name? _____
- (9) How many years of experience does your firm have providing similar services?

- (10) How many public agencies has your firm provided similar services for?

- (11) Please list the public agencies including School Districts and the like, that your firm has provided similar services for

- (12) Please attach a short history of the firm including whether it is local, national, or international as well as approximate number of employees. Also provide the number of firm offices and locations.
- (13) Please attach a copy of your firm's most recent financial statement or other financial instruments that would establish your firm's ability to complete its obligations under any agreement resulting from this RFP.
- (14) Please attach or list below why your firm should be selected by the Ripon Unified School District to provide the solicited services. _____

SECTION B – LEGAL

- (15) Have you or any of your principals been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? _____

a. If Yes, provide the name of the public agency and briefly detail the dispute:

- (16) Have you ever had a services agreement terminated for convenience or default in the prior five (5) years? _____

a. If Yes, provide details including the name of the other party:

- (17) Is your firm, owners, and/or any principal or manager involved in or is your firm aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? _____

a. If Yes, provide details:

(18) Is your firm, owners, and/or any principals or manager involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency?

a. If Yes, provide details:

(19) Does your firm maintain errors and omissions coverage? _____

a. If so, please provide a current copy of the declaration page showing the maximum liability or policy value.

(20) Will your firm comply with all Ripon Unified School District, local, State and Federal legal requirements, regulations and laws? _____

SECTION C – ADDITIONAL INFORMATION

(21) Please provide any other information that may assist the Ripon Unified School District in ascertaining your qualifications, capability and customer service under any resultant agreement.

REFERENCES

- (22) Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the Ripon Unified School District? Identity any conflict of interest in (a):

- (a) Please elaborate and discuss any potential actual or apparent conflict of interest:

- (23) Each firm must include the following references:

- a. List at least three clients for whom you have provided similar services. Show the names, addresses, and telephone numbers of the persons who can be contacted. Information obtained through the references will be evaluated by the Ripon Unified School District.

Names	Address	Phone Number
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<hr/> Signature	<hr/> Title	<hr/> Date
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