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:

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(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.
(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.

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Signature: ___________________________________ Title: __________________________Date: _____________