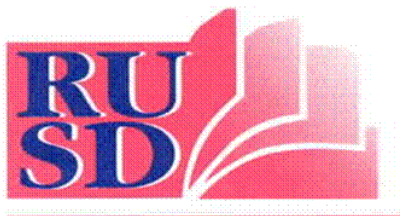


# **Ripon Unified School District**

## **Request for Statement of Qualifications For Architectural Services Improvements to Colony Oak K-8 School**

**Due June 12, 2015**



## **Ripon Unified School District**

### **Request for Statement of Qualifications for Architectural Services for Colony Oak K-8 School**

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#### **I. INTRODUCTION**

The Ripon Unified School District is issuing this Request for Qualifications (RFQ) for architectural services for the District's capital program improvements to Colony Oak K-8 School pursuant to California Government Code Chapter 10, Section 4525.

The District may be seeking funding from the State School Facility Program as well as from local and Federal sources.

The District is planning to begin specific design work in July 2015 and construction to begin in late 2016.

#### **II. SUBMITTAL OF QUALIFICATIONS**

Proposals should be reviewed for accuracy before submission to the District. The District will not be responsible for errors in any proposal. The District reserves the right to reject any and all proposals, to waive any irregularities, or informalities in the proposals, or to request further information.

Responses to this RFQ shall be submitted no later than June 12, 2015 no later than 2:00p.m. at the following location: Ripon Unified School District, 304 North Acacia Avenue, Ripon, California 95366 attention: William Draa, Superintendent

#### **III. PROGRAM DESCRIPTION**

- A. **New Construction - Construction of new classrooms and renovation of support facilities at Colony Oak K-8 School.** A major campus transformation is recommended by replacing the portable facilities with new permanent classrooms and modernizing the existing permanent support facilities. Approximately 22,000 square feet of new construction of permanent classrooms is recommended, including a science lab and library. These new classrooms would be equipped with modern electrical and data systems and technology infrastructure. A new science lab and library with modern equipment would better support the academic program and better prepare students for high school and college. New restroom facilities are recommended to accommodate existing students and extend the economic life of the campus. Approximately 4,000 square feet of parking lot expansion at the south parking lot is recommended to improve circulation. Recommended modernization improvements to the existing support facilities include AV/PA systems in the multiuse area, and new flooring, windows, electrical, interior painting, and roofing. Shade structures are recommended to expand outdoor eating and student assembly.

The total “all in” budget for the project inclusive of all costs including construction costs, soft costs, allowances and contingencies is approximately \$10.5 million.

#### **IV. SCHEDULE**

The anticipated schedule for review and selection will be:

1. RFQ submissions due by June 12, 2015 2:00 pm
2. PMI to verify that submissions are complete for Evaluation Committee or Staff review: June 16, 2015
3. PMI and Evaluation Committee/Staff to meet and review submissions: June 18, 2015
4. Reference checks June, 19-23, 2015
5. Firms selected for interviews to be notified June 24, 2015
6. Interviews and final evaluations to be held July 7, 2015
7. Board action on recommendations: July 13, 2015 (Scheduled Board meeting)
8. Firm selection notification: July 14, 2015

#### **V. HOLD HARMLESS/INDEMNIFICATION**

The selected firm shall indemnify and defend the District, its Board of Trustees, officers agents, and employees harmless from any and all claims damages, losses, causes of action and demands, including reasonable attorney’s fees and costs, incurred in connection with or in any manner arising out of the firm’s performance or failure to perform any duties contemplated by the proposed agreement.

#### **VI. SUBMITTAL FORMAT AND CONTENT**

Five (5) paper copies and one (1) digital copy of the submittal shall be delivered.

##### **A. Cover letter/Letter of Interest**

Please limit this letter to a maximum of 2 pages. The letter must be signed by a representative of firm with authorization to bind firm by contract and include:

- 1) Name of Firm
- 2) Firm Address
- 3) Telephone and Fax Number
- 4) Type of Firm (i.e., corporation)
- 5) Date Office Established
- 6) California Registration Number
- 7) Name of Principal to Contact

##### **B. Firm Organization, Credentials, Background**

Provide a brief history of firm(s) submitting including:

- 1) Number of years in business.
- 2) Senior members and length of association.
- 3) Location of office which will perform the work. NOTE- Office doing the project shall be within 100 miles of the District office
- 4) List of basic services provided by your firm under a typical architectural agreement for a new construction project on an existing school site.
- 5) List the additional services that your firm may request for this type of project, based on your past experience.
- 6) Provide a table of at least 5 of the firm’s new construction projects completed under the State School Facility Program and or with local sources by your firm and the dollar value of those projects in the last 10 years.

- 7) Describe how your firm will effectively manage the project, indicating how budget, scope and schedule are maintained.
- 8) Describe how your firm addresses the requirements of DSA throughout the project.
- 9) The District is considering using the lease-leaseback contractor method of project delivery. Describe how your firm will work with the selected contractor from design through construction
- 10) The District is interested in pursuing energy efficiency grants. Please provide at least three recent project examples that incorporated Savings By Design, CHPS, LEED or other programs that increased the energy efficiency of the facilities

**C. Project Team**

- 1) Identify the following key Team Members; provide their specific qualifications with respect to educational facilities and their roles in relation to the District:
  - i) Principal-in-Charge
  - ii) Project Director/Manager and/or
  - iii) Project Architect
- 2) Identify the proposed structural, mechanical, and electrical engineering firms and/or staff and other consultants that you typically use for your projects and their specific qualifications with respect to educational facilities.
- 3) Provide organization chart showing the relationship and the flow of information between the District and your firm and consultants and the LLB contractor.

**D. Firm Resources**

- 1) Transformative Design Capabilities for Schools
  - i) Briefly describe your design philosophy and process with emphasis on how this will suit our need
  - ii) Briefly describe how you integrate flexibility and future technology into your design
  - iii) Show examples of “transformative” projects on existing campuses. Include photographic representation of projects listed.
- 2) Describe how you will use AutoCAD, BIM, and project management software effectively
  - i) Describe how the firm would create an Integrated Project Delivery program for the projects
- 3) Cost and Schedule Responsiveness
  - i) Cost Estimate History: show examples of cost estimates versus actual bid amounts on 3 recent school projects. Describe briefly the challenges and how the firm responded
  - ii) Change Order History: Briefly describe your approach to problems and change orders
    - a) Track Record for 3 school projects listed in item D.3.i. Show the amount of change orders and indicate whether change order was caused by the District, Architect or Contractor
    - b) Briefly describe your quality control and assurance procedures
    - c) Briefly describe your experiences with State/Local Agencies
- 4) The District is interested in exploring a “Re-use of Plans” concept for the Colony Oak campus. Assume that the current multi-purpose building will remain. Provide a suggested site plan (you may use Google Earth as a background) with your proposed buildings, as well as floor plans and either elevations or photos of the proposed buildings. Provide location where these buildings have been built before and overall construction costs. Review the implementation plan criteria and provide description where your proposed buildings deviate from the plan criteria, and how you would adjust yours to meet the criteria.

**E. Financial Resources**

- 1) Provide references from a financial institution and from your accounting firm relative to your firm's financial well being.
- 2) Provide amount of errors and omissions and current insurance carrier name

**F. Client Satisfaction/Reference**

- 1) Provide a list of at least 4 education client references for which your firm has performed similar project services. Please include:
  - i) School District Name and Address
  - ii) Contact Name and Telephone number
  - iii) Identity of Project(s) for referral
- 2) Provide a list of 3 contractor references with which your firm has performed similar project services.

**VII. SUBMITTAL EVALUATION CRITERIA**

Submittals received by District will be evaluated according to the criteria listed below:

- Conformance to the specified RFQ format;
- Organization, presentation, and content of the submittal;
- Specialized experience and technical competence of the firm(s), (including principal firms, joint venture-partners, and sub-consultants) considering the types of service required; the complexity of the projects; record of performance; and the strength of the key personnel who will be dedicated to the projects;
- Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner;
- Knowledge and understanding of the local environment and a local presence for interfacing with the District;
- Financial resources and stability of the principal contractor and/or a contractor team;
- Ability to meet the insurance requirements unless District, at its sole discretion, decides to modify or waive the insurance requirements or elects to provide program, insurance; and
- Litigation and arbitration history (during the past five years).

**VIII. METHOD OF SELECTION**

The District shall review submittals and shall conduct an interview with the most qualified firms that submit a package that is responsive to this RFQ. District will evaluate the firms on their demonstrated competence and on their professional qualifications necessary for the satisfactory performance of the services required, as evidenced in their responses and/or interviews. The District may negotiate a contract with the best qualified firms, as determined by the District to be in the best interest of the District, at compensation which the District determines is fair and reasonable. Should the District be unable to negotiate a satisfactory contract with the firms considered to be the most qualified at a price the District deems reasonable, negotiations with that firms may be formally terminated. The District may then undertake negotiations with the second most qualified firms. In the event negotiations fail with the second most qualified firm, it may undertake negotiations with the third most qualified firm. A copy of the District's current architectural services agreement will be provided.

**IX. GENERAL INFORMATION**

- A. **Compliance** Submittals must be in strict accordance with the requirements of the RFQ. Any Statement of Qualification (SOQ) not submitted in accordance with the requirements of the RFQ will not be considered.
- B. **Amendments** The District reserves the right to cancel or revise in part or in its entirety this RFQ. If the District cancels or revises this RFQ, all Respondents will be notified by addendum. The District also reserves the right to extend the date responses are due.
- C. **Inquiries** All questions about the meaning or intent of this RFQ shall be submitted in writing to the District's program management firm, Program Management Integrated, LLC (PMI). Replies will be issued by addendum and mailed to all parties recorded by PMI as having received the RFQ documents. Questions received less than 3 days prior to the submittal due date will not be answered. Only questions answered by formal written addenda will be binding.
- D. **Late Proposals** It is the Respondent's responsibility to ensure its SOQ submittal is received by District on or before the time and date specified. Submittals received after the date and time specified will not be considered.
- E. **Special Conditions**
- **Public Record.** All SOQs submitted in response to the RFQ become the property of the District's public records and as such, may be subject to public view.
  - **Non-Discrimination.** The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender inconsideration for an award of contract.
  - **Drug-Free Policy and Fingerprinting.** The selected firm shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.
  - **Costs.** Costs of preparing a SOQ in response to this RFQ are solely the responsibility of the Respondent.
  - **Limitations.** This RFQ does not commit District to award a contract, to defray any costs incurred in the preparation of a SOQ pursuant to this RFQ, or to procure or contract for work.

**X. DISTRICT/ PROGRAM MANAGER CONTACT**

We look forward to receiving a submittal from your firm. If you have any question regarding this RFQ, please contact: Michael Bean, Program Manager at 510-596-8170

**NOTE:** Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification. Issuance of this RFQ does not commit District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the evaluation process. District retains the right to reject any or all submittals. All respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the Ripon Unified School District in its sole discretion.