

# **ARMONA** UNION ELEMENTARY SCHOOL DISTRICT

Xavier Piña, Ed.D., Superintendent

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## **REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ARCHITECTURAL SERVICES December 20, 2016**

The Armona Union Elementary School District is requesting Statements of Qualifications (SOQ) from qualified architectural firms which comply with all requirements set forth by the Office of Public School Construction (OPSC) for new construction and modernization projects within the District’s current construction and future bond program, plus other projects or services as directed by the District.

This request is not a formal request for bids or an offer by the District to contract with any firm responding to this Request for Statement of Qualifications (“RFQ”). The District intends to select a firm from the firms that respond to this RFQ to include in its pool of qualified firms. Inclusion in this pool and any award of a contract will be subject to approval by the District’s Board of Trustees.

Information regarding the specifics for submitting an RFQ are available on the District’s website [www.auesd.com](http://www.auesd.com).

Firms that intend to submit an SOQ must be insured, must be a licensed architect, and must maintain a full-service office within seventy-five (75) miles of the District.

Interested firms are invited to submit an SOQ as described below, with one (1) original and five (5) copies of requested materials as well as a digital copy in PDF format on a flash drive or CD, to:

**Armona Union Elementary School District  
Office of the Superintendent  
11115 C Street  
Armona, CA 93202  
ATTN: Dr. Xavier Piña, Superintendent**

Questions. Questions regarding this RFQ must be in writing and may be directed to Dr. Xavier Piña at [xpina@armona.k12.ca.us](mailto:xpina@armona.k12.ca.us). Firms are directed to not contact any other person with inquiries regarding this RFQ.

### **Submittals and Deadline**

**All SOQs must be received on or before Wednesday, January 4, 2017, received by 3:00 p.m.**

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## **WHERE KIDS COME FIRST**

Date Published: December 20, 2016 on District Website ([www.auesd.com](http://www.auesd.com)) ; December 21 & 28, 2016 in the Hanford Sentinel.

### **Selection Criteria**

Qualifications submitted in response to this RFQ will be evaluated on the following criteria.

- Experience and Training: Project personnel resumes.
- Experience and Organization: Comparable project references, project personnel continuity.
- Innovation, technical, and Artistic ability: Creative ability, innovation of design, technological and energy management concepts.
- Communication: With all applicable State agencies, District, and Contractor personnel.
- Budget: Aesthetic and economical project design within allowable State Building costs, minimum of change orders.
- Project Schedule: Demonstrated success in design and construction scheduling.

**The schedule for selection of the architectural firm is as follows:**

<b>Issuance of RFQ</b>	December 20, 2016
<b>RFQs due to District</b>	January 4, 2017 (by 3:00 p.m.)
<b>Selection of Architects</b>	January 12, 2017 (Regular Board Meeting)

Thank you for your interest in working with the Armona Union Elementary School District.

**ARMONA UNION ELEMENTARY SCHOOL DISTRICT  
REQUEST FOR QUALIFICATION (RFQ)**

**SELECTION OF ARCHITECT TO PROVIDE ARCHITECTURAL SERVICES**

**I. GENERAL INFORMATION**

**A. Submittal of Qualifications**

Qualifications should be verified before submissions. Adjustments will not be permitted after submission to the District. The District will not be responsible for errors or omissions on the part of the organization in preparation of the proposal. Firms must have extensive experience with the Office of Public School Construction (OPSC), the Uniform Building Code (UBC), Title 24 of the California Code of Regulations, California Department of Education (CDE) and the Division of the State Architect (DSA). Firms must have extensive experience in the design of public school facilities, working with construction managers, contractors District personnel and other school facility related consultants, and establishing project scope and project budgets.

**B. Signatures**

All qualifications must be signed in blue ink by an authorized officer of the firms submitting the qualifications.

**C. Copies of Qualifications**

Each organization submitting qualifications must include one (1) original and five (5) copies as well as a digital copy in PDF format on a flash drive or CD.

**D. Rights of the District**

1. Upon review of qualifications, the District shall negotiate a fee with the first qualified firm. Following a successful negotiation, the firm will be required to enter into an Agreement Between Client and Architect (basic services fee schedule shall not exceed SAB allowances). Should fee negotiations not be successful, the District shall move to the next qualified firm, and repeat the process.
2. All things being equal, the District has the right to give priority and select a local firm and/or successful prior relationships with an architect.

**II. DESCRIPTION OF PROJECTS FOR WHICH SERVICES ARE REQUIRED**

**A. Introduction**

Responses received from this Request for Qualifications will be used by the District to select an architectural firm to provide services to the District for the professional services to develop New Growth and Modernization projects for Armona Union Elementary School District. These projects anticipate processing via the SFP through OPSC and the SAB.

**B. Project**

1. The architectural firm shall provide services to facilitating the development of Educational Specifications as a part of Basic Services.

2. Develop plans and specifications for the project to be approved by DSA, CDE, and OPSC, and SAB.
3. Assist in the bidding and construction administration of the project.

C. Summary of Specific Services Desired

Agreement shall include basic services as defined in the AIA Owner/Architect Agreement and the following:

1. Facilitation of the Educational Specification
2. Complete set of Record Drawings

III. CONTENTS OF PROPOSAL FOR SELECTION COMMITTEE

All proposals shall address the following items in the order listed below:

A. Firms' SOQs

Each Firms' SOQ must be consecutively numbered on each page and must include the following information, using the following outline structure, except as may be otherwise directed. The Firms' SOQ shall be no longer than fifty (50) pages, 8½" x 11" paper, bounded inclusive of resumes, forms, and pictures, and tabbed according to the numbering system reflected below. Please provide the district with an SOQ that includes the following:

B. Content of Statement of Qualifications

Firm's statements of qualifications must be concise, well organized, and demonstrate Firm's qualifications, and shall be formatted as outlined below.

**Tab 1 Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Firm(s), address, telephone, and fax numbers, and the name, title, and signatures of the person(s) authorized to submit the SOQ on behalf of the Firm. The Letter of Interest should provide a brief statement of Firms' experience indicating the unique background and qualities of the Firm, its personnel, and its subconsultants, and what will make the Firm a good fit for work in the District.

**Tab 2 Table of Contents.** A table of contents of the material contained in the SOQ should follow the letter of interest.

**Tab 3 Executive Summary.** The executive summary should contain an outline of Firm's approach, along with a brief summary of Firm's qualifications.

**Tab 4 Proposed Personnel/Firm Team.** Include resumes of key personnel who would be performing Services to the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate Firm's and personnel's availability to provide the Services. Also provide a list of consulting engineering firms to be used on the projects including resumes of consulting project personnel in the following sequence:

- Structural
- Mechanical
- Electrical
- Civil
- Landscape

- Telecommunications

**Tab 5 Firm Information.** Provide a comprehensive description of the architectural design services offered by the Firm. The description should include the following:

- Provide a brief history of Firm. Identify legal form, ownership, and senior officials of company. Describe number of years in business and types of business conducted.
- Describe Firm's philosophy and how Firm intends to work with the District's administration officials to perform the Services, including Chief Business Official, Site Administrators, and Teachers to respond to the unique challenges of the District's education program requirements.
- Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate Firm's and personnel's availability to provide the Services.
- Provide a statement of Firm's financial resources and insurance coverage. Include a certification of correctness or other documentation demonstrating the Firm's financial resources and stability.
- Provide a statement of ALL claim(s) filed against Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s).
- Include letters of reference or testimonials, if available. Firm should limit letters of references or testimonials to no more than ten (10). Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Firm's qualifications and expertise.
- Please provide a current fee schedule for the types of service(s) that you offer. If referencing basic services costs, include typical staffing expectations and variations that the District could expect for specific types of projects, if applicable. Please also provide detailed information on your billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories and hourly billing rates by position for additional services. Please indicate your firm's position on whether it would be seeking to charge below, at, or above the "OPSC Fee Schedule" (modernization, new construction, and portables/modular) and the circumstances that might impact that position.
- Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation outside the contract fee.
- Provide proof of Insurance - Professional liability: \$1,000,000 annual aggregate minimum.
- DVBE Requirements

**Tab 6 Prior Relevant Expertise.**

- Describe your firm's approach to quality control / assurance procedures, including coordination of design disciplines.

- Describe your firm's experience with construction cost reduction measures including how Firm intends to assist District in meeting established Project budgets and in prioritizing Project construction to meet budget.
- How does your firm approach modernization projects compared to new construction projects?
- Describe your experience with DSA and working within the DSA processes. Specifically, describe your experience and strict compliance with DSA inspector card process and final closeout with certification.
- Identify established methods and approaches utilized by your firm to successfully meet the completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.
- Discuss the Firm's ability to meet construction schedules for projects with very tight timetables, Firm's schedule management procedures, and how the Firm has Firm has successfully handled potential delays both for the contract documents and for field changes.
- Provide a list of ALL K-12 projects performed by Firm in the past five (5) years. Provide information described below for the twenty (20) MOST RECENT projects:
  - Name of project and district,
  - Name of project architect,
  - Scope of projects, description of services provided,
  - Contact person and telephone number at district,
  - Firm person in charge of each project,
  - Dollar value of each project,
  - Original construction budget and final construction cost, and
  - All litigation arising from the project, if any. Provide information related to the issues in the litigation the status of litigation, names of parties, and the outcome. This includes any litigation between a contractor and a school district and/or an architect in which Firm was or was not named.

**Tab 7 Additional Data.** Provide additional information about the Firm as it may relate to Firm's SOQ. This can include letters of reference or testimonials.

**Tab 8 Conflicts of Interest.** If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict with Firm's ability to provide services described herein to the District. Firms cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in the Project for which the Firm may provide Services. The Firm selected to provide the Services and any subsidiary, parent, holding company or affiliate of the selected Firm, may not perform any construction work or submit a bid for the Project.

## **SELECTION CRITERIA, RATING VALUE**

Each area will be rated 0 to 25 points with a maximum of 150 points.

1. Experience and Training: Project personnel resumes.
2. Experience and Organization: Comparable project references, project personnel continuity.
3. Innovation, technical, and Artistic ability: Creative ability, innovation of design, technological and energy management concepts.
4. Communication: With all applicable State agencies, District, and Contractor personnel.
5. Budget: Aesthetic and economical project design within allowable State Building costs, minimum of change orders.
6. Project Schedule: Demonstrated success in design and construction scheduling.