



***DIXON UNIFIED SCHOOL DISTRICT***

**REQUEST FOR QUALIFICATIONS**

**FOR**

**ARCHITECTURAL/ENGINEERING SERVICES**

**Brian Dolan, Superintendent**

180 South First Street  
Dixon, CA 95620  
PH: 707-693-6300

# INFORMATION PACKET

## Request for Qualifications for Selection of Architectural/Engineering Services

### I. GENERAL INFORMATION

The Dixon Unified School District ("District") is requesting Statements of Qualifications (SOQ's) for professional architectural/engineering services for construction of public K- 12 school facility modernization and improvement projects, which may include new construction.

- A. Firms wishing to submit an SOQ must have had a full-service staffed architectural office within **75 miles** of the District project sites for at least six months prior to submittal and maintain such office until the end of any future contract with the District.
- B. Firms wishing to submit an SOQ must be licensed and insured. Insurance requirements will include standard forms and limits of general and auto liability, workers compensation and professional errors and omissions insurance with names of carriers. Firms on the interview list will be asked to provide insurance certificates reflecting current firm limits.
- C. The RFQ is available on the District website within the Measure Q link ([www.dixonusd.org](http://www.dixonusd.org)) or by emailing Cicely Bernhardt at the District at [cbernhardt@dixonusd.org](mailto:cbernhardt@dixonusd.org).
- D. Each organization submitting an SOQ shall submit an original SOQ plus 5 (five) copies of said SOQ in a sealed envelope prominently marked with the Request for Qualifications title, the due date and time, and the name of the organization submitting the SOQ. The hard copy responses must be on white 8 ½ x 11 paper, connected with staples or clips. **Responses shall not be in 3-ring or other types of plastic binders.** In addition, one electronic copy in PDF format shall be emailed by the due date to: [bdolan@dixonusd.org](mailto:bdolan@dixonusd.org).
- E. Statements of Qualifications shall be submitted to Superintendent Brian Dolan, Dixon Unified School District, 180 South First Street, Dixon, CA 95620, no later than **2:00 pm. on Monday, March 2, 2020**. SOQs received later than the aforementioned date and time will be returned to the sender unopened. Facsimile (FAX) copies of SOQs will not be accepted.
- F. SOQs shall be signed by an authorized individual or officer of the firm submitting the SOQ.
- G. SOQs may be withdrawn by the firm submitting the SOQ at any time prior to the closing date and time for receipt of SOQs.

- H. Questions concerning the various projects should be directed to Ms. Leigh A. Coop, School Site Solutions, Inc., at [leighforschools@gmail.com](mailto:leighforschools@gmail.com).

Any successful or unsuccessful attempt to contact members of the School District's Board of Education or staff other than the individuals listed above concerning this Request for Qualifications shall result in the immediate disqualification of that firm from this RFQ selection process

- I. The Board of Education of the Dixon Unified School District reserves the right to accept or reject any or all SOQs, to negotiate with any or all responsible submitters, and to waive any informality in the SOQ and/or Request for Qualifications. The District reserves the right to change the process and/or modify the selection procedures. All selection decisions by the District are final. Submitters shall be responsible for any and all expenses that they may incur in preparing SOQs.

## **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 one or more architectural firm(s) to provide professional services to the District.

### B. Summary of Services Desired

The District requests Statements of Qualifications from architectural firms to design various new build and modernization projects.

- a. These projects may include the renovation of an Elementary Level school.
- b. These projects may include renovation of an elementary school administration building.
- c. These projects may include other facility priorities approved by the Board of Education.
- d. These projects may include participation in the State School Facility Program (SFP) funding program to gain matching funds.
- e. Other various sites District-wide (construct and modernize school and non-school facilities) TBD.

## **III. STATEMENTS OF QUALIFICATIONS**

### A. General

Interested parties must submit original SOQ and five (5) physical copies and one electronic copy. After award, a contract between the successful firm(s) and the District will be executed.

### B. Items for Inclusion in SOQ

All SOQs shall address the following items in the order listed below and shall be

numbered 1 through 22 in the SOQ document:

1. Cover Letter-  
A maximum one-page, dated Introductory Letter must be submitted including the legal name of the respondent, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the qualifications on behalf of the firm.
2. Table of Contents-  
A Table of Contents of the material contained in the qualifications should follow the Cover Letter.
3. Executive Summary-  
The Executive Summary should contain an outline of your management style and business approach along with a brief summary of your qualifications to engage in a professional relationship with the District.
4. Description of Firm-  
This section should provide the District with information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of the District.
5. Experience Relative to District Needs - Services -  
Use this section of the SOQ to provide the District with a detailed summary of the architectural firm's experience in planning and providing services for modernization and improvement projects of educational facilities at grade levels served by the District. When listing referenced projects, provide the following information for each project in "table" format:

PROJECT NAME & LOCATION	OWNER'S NAME, ADDRESS, CONTACT PERSON & TELEPHONE #	COMPLETION DATE	CONSTRUCTION COST
-------------------------	-----------------------------------------------------	-----------------	-------------------

6. Background of Architectural Firm's Personnel-  
Identify all personnel and provide a brief resume including pertinent experience of personnel who will be participating in District projects as previously outlined.  
Architect personnel must be licensed to provide architectural services in the State of California.
7. Consulting Engineers-  
List only the consulting engineering firms you may use on the projects previously identified in this Request for Qualifications and list any previous projects on which you used these consulting engineers. Listing these firms will not commit the Architect to use only these consulting engineers. Please list in the following sequence:
  - a. Structural
  - b. Mechanical
  - c. Electrical
  - d. Civil

8. Knowledge of State Funding for School Construction/Modernization-  
The District is or will be participating in the State-funding program for some of the projects being planned. One of the responsibilities of the architect will be to assist the District in performing work related to the architectural and design process for State-funded projects. Use this section of the SOQ to describe the knowledge possessed by members of your firm regarding State-Funded Building Projects and the experience of staff members of your firm in the application and approval process.
9. Experience with State Regulatory Agencies-  
It is necessary for public school building programs to be coordinated with and approved by several State of California's Regulatory Agencies. Use this section of the SOQ to describe the experiences of your firm in working with State agencies including the Office of Public School Construction, State Allocation Board, Department of Education, Department of Toxic Substances Control, and Division of the State Architect.
10. Contract Audits-  
The architect agrees that the State and/or the District has the right to review, obtain, and copy all records pertaining to performance of the contract. The architect agrees to provide the State and/or the District with any relevant information requested and shall permit the State and/or the District access to its premises upon reasonable note for purposes of interviewing employees and inspecting records. The architect shall maintain records for a period of at least three years after final payment under the contract.
11. Project Plan and Methodology-  
Briefly describe the procedures your architectural firm will use in conducting each phase of a construction/modernization projection to ensure that the needs of the District will be satisfied and that projects will be completed in a cost effective and timely manner, including DVBE compliance. Use this section to address the ability of your firm to undertake the projects for which you are requesting consideration, keeping in mind the other workload of your office.
12. Fees-  
Describe the method proposed by the Architect for calculating and charging fees for performance of the work on the project(s), including whether the fee will be based on time and material, percentage of construction, a not-to-exceed fee, some other method, or a combination of methods.

If proposed fee approach includes hourly rates for additional services, describe the additional services and the hourly rates or costs associated with these services. Identify whether you propose to bill reimbursable costs at cost or if you propose to add a mark-up to such costs. Please include the following into your fee schedule and describe how you propose to invoice the District for the following:

- From each project construction start until project completion, there will be an owner, architect and contractor (OAC) meeting **weekly** at a time

and day to be decided on a project by project basis.

- Firms will provide an architect consultant for monthly Facility Sub-Committee meetings, monthly Superintendent Walkthrough of sites and bi-monthly Board of Education meetings, as requested by staff.
- The District will use an outside firm or person to review the project plans for constructability and budget adherence at the following times: Schematic Design, Design Development, Construction Documents. Firm shall make plans available to the outside firm and will be expected to work with the District to make any changes resulting from these reviews at no extra cost to the District, unless major scope changes are requested.

13. 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
- Power Purchase Agreements
- Direct Purchase Agreements

14. Modular and Concurrent Projects-

Describe your experience with modular projects and work proceeding on multiple sites simultaneously.

15. Litigation History-

The Architect shall list all architectural, design, engineering, and construction-related litigation in the last five (5) years, filed either by the Architect or 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.

16. Complaint 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).

17. 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.

18. References-

The Architect shall list a minimum of five (5) references for relevant California public school, college, or other relevant projects completed within the last five (5) years. Include the district name, project name, a current district contact and title, and full contact information. Also, provide total construction value and duration of the project, as well as whether the project is currently certified by DSA.

Please note these projects must be available for visitation, if required. Site visits will, if required, be arranged through the Architect during the final stages of the screening and selection process. 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.

19. Joint Ventures / Associations-

If any proposed future Project may be undertaken by Architect in joint venture or association with one or more other entities, identify the parties involved in such a joint effort, the role and responsibility of each party and whether all parties will be jointly and severally liable for performance and all contractual liabilities.

20. Lease-Leaseback Method of Project Delivery-

Describe your experiences with the Lease-Leaseback method of project delivery. The District has not committed to any project delivery method at this time.

21. Other-

Each Architect is encouraged to provide a description of resources, or any other information the Architect believes is pertinent to its SOQ. Do not include brochures or other marketing-related materials.

#### **IV. SELECTION PROCESS**

The process that will be used by the District in selecting a pool of firms to perform services as outlined in this Request for Qualifications will be as follows:

- A. Screening - Screening of the submitted SOQs will be done by selected members of the District Facilities Sub-Committee which is made up of members of the Board of Education, the District Superintendent, District Administration and the District's Facility Consultant. This review process will result in the selection of firms to be interviewed by the Selection Committee.

- B. Selection Committee\_ - A Selection Committee will interview each of the architectural firms recommended by the screeners. The Selection Committee will be comprised of selected members of the District Facilities Sub-Committee, District Superintendent, District and school Administrative members, and the District Facility Consultant.. The Selection Committee will recommend a number of firms to comprise the pool of architects. The Facility Consultant and District Administration will recommend to the Board of Education a specific firm (or firms) for specific projects.
- C. Governing Board - The Board of Education will make the final selection of the architectural firm(s) to a) be a part of the pool of qualified architects for upcoming projects and b) begin negotiations for award of contract for services related to specific projects. If negotiations with a recommended firm for one of these projects cannot be finalized, the District reserves the right to begin negotiations with any other firm in the pool.

## **V. EVALUATION**

Architectural firms submitting SOQs are advised that all SOQs will be evaluated to determine the "best" firm(s) that will be able to meet the needs of the District. Evaluation will include, but not be limited to, the criteria listed below:

- A. Ability to meet time schedules and budgets including the fast-tracking of high priority projects.
- B. Experience and expertise of firm and specific personnel to be assigned to the project in public K- 12 construction similar to the projects listed.
- C. Experience and expertise of consultants in public K- 12 construction similar to the projects listed.
- D. Responsiveness for on-site meetings, project milestones/events, addressing unforeseen conditions, project documents such as RFIs, etc.
- E. Proven ability and willingness to work in a collaborative environment with the project team, and respond in collegial manner, with outside firms performing constructability reviews and cost estimate/budget adherence reviews. Please provide examples of projects in which this has occurred, and any references that the District can contact for verification.
- F. Experience and knowledge of state and local agency standards and approval processes.



G. Project Plan and Methodology outlined in the SOQ.

H. Completeness of SOQ. IN ORDER FOR A SOQ TO BE CONSIDERED, SAID SOQ MUST ADDRESS ITEMS OUTLINED IN THIS REQUEST FOR SOQS, INCLUDING COMPLIANCE WITH DVBE REQUIREMENTS.

I. The oral interview and presentation: The District reserves the right to determine firms that will be requested to appear for oral interview.

**VI. PLANNED SCHEDULE OF EVENTS**

EVENT	DATE
Advertise RFQ	February 10, 2020
SOQ due no later than 2:00 p.m.	March 2, 2020
Paper screening of SOQ	Week of March 9, 2020
Interview firms	Week of March 16, 2020
Board approval of selected firm(s) and approval of firms for specific projects	April, 2020

The District Board of Education will select the successful architectural firm(s). The successful architectural firm(s) for certain project or projects can expect to enter into negotiations for a contract with the District within 30 days following selection.

End of Document