

Oak Valley Union Elementary School District  
24500 Road 68  
Tulare, California 93274

Request for Qualifications/Proposals (“RFQ/P”)  
For Architect Services For  
Elementary School Modernization and  
Other Future Projects

RFQ/P Issued:	March 10, 2021
Responses Due:	March 31, 2021 at 4:00 PM
Interviews:	TBD
Selection by Governing Board:	April 13, 2021 at 4:00 PM

**Request for Proposals  
For Architect Services  
Elementary School Modernization and  
Other Future Projects**

The Governing Board (the “Board”) of the Oak Valley Union Elementary School District (the “District”) desires to select one or more qualified providers of architect services for the modernization of the District’s elementary school and other projects that may arise in future years. This Request for Qualifications/Proposals (“RFQ/P”) does not commit the District to award a contract or pay any costs incurred in the preparation of a statement responsive to this RFQ/P. The District reserves the right to accept all or part of any statement or to cancel in part or in its entirety this RFQ/P. The District further reserves the right to negotiate changes in and to accept the statement(s) that it considers to be in the best interest of the District.

**1. Critical Dates**

**Submittal Due Date:**

An original + two (2) copies of the submittal shall be delivered **no later than March 31, 2021, at 4:00 p.m. (PDT)** to the Oak Valley Union Elementary School District, 24500 Road 68, Tulare, CA 93274, Attention: Heather Pilgrim, Ed.S.

Proposals not received by the deadline will be returned unopened.

**Selection Date:**

**As currently scheduled, the Governing Board of the District will select one or more architects at its regular Board meeting on April 13, 2021.** The meeting will be held at 4:00 p.m. at 24500 Road 68, Tulare, California. However, the District may choose to select the architect(s) at another meeting.

**2. General Project Description**

District intends to modernize the Oak Valley Elementary School, including various updates to the existing classrooms and bathrooms, as well as the installation of PA system, security system and outdoor learning space projects. The District also intends to perform various other projects that may arise in future years. The modernization and other projects that arise in the future shall be referred to in the RFQ/P collectively as “the Projects.” The Projects will be completed using one of a number of possible construction delivery methods, including (but not necessarily limited to) design-bid-build, design-build, lease-leaseback, and/or informal bid procedures.

The Projects will be funded through facility hardship funding from the Office of Public School Construction. As such, the selected architect will be required to design the Projects consistent with the District’s budget constraints.

**3. Scope of Services**

The architect will be expected to perform the Scope of Services described in the Architect Agreement accompanying this RFQ/P (*Attachment A*), which will be the form of agreement that the architect must execute. The Scope of Services generally consist of design services, including landscaping architectural services and landscape irrigation design, civil, structural, mechanical, and electrical engineering services, normally required to complete the Projects; bid package preparation, bid handling, preparation and processing of change orders, requests for information, and other contract administration duties; and the supervision, coordination and/or management of the Contractor, any Construction Manager, District's Inspector of Record/Project Inspector ("IOR"), laboratories, the District, and Architect itself, with respect to project requirements.

Any proposal submitted in response to this RFQ/P (including the proposed hourly rate schedule) must be based on the scope of services, obligations, and other terms of the Architect Agreement.

#### **4. Proposal Format and Content**

The proposal should be clear, concise, complete, well organized, and demonstrate respondent's ability to follow instructions.

An original + two (2) copies of the proposal must be provided, with no more than 30 single-sided pages in total length (including all attachments and exhibits). All respondents are requested to follow the order and format specified below. Please tab each section of the submittal to correspond to the numbers/headers shown below.

The cover shall include the RFQ/P's title and submittal due date, the name, address, fax number, and the telephone number of responding firm (or firms if there is a joint venture or association). The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the proposal in the order listed:

- A. A cover letter signed by an authorized officer of the firm submitting the proposal, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for the Projects.
- B. Organization Information – Provide a brief history of your organization, including: (1) number of years the organization has been in business, (2) location of corporate/main office and location of office (if different) that will perform the work required by this RFQ/P, and (3) list of basic services provided by your organization.
- C. Qualifications and Experience – Describe your experience as an organization providing architectural services to public school districts. Additionally, identify experience designing hardship funded projects and strategy completing the project within budget.
- D. Staffing Information – Provide an organization chart and identify key team members of your firm who will perform architect services on the Projects.

- E. Project Cost Information – Provide estimated fee schedule for projects including, but not limited to, new construction, modernization, and modular buildings. Firms must also provide an hourly rate schedule for all services. The District will negotiate with one or more responding architects for a final contract price for each Project.

## **5. Selection Process**

- A. The purpose of this Request for Qualifications/Proposals is to select one or more firms to provide architectural services as outlined in this RFQ/P to enable the District to select the firm with whom the District intends to enter into a contract with for design of the various Projects.
- B. The District will use the selection and negotiation process outlined below. A review and selection committee composed of key District officials and consultants will review and evaluate all proposals and will conduct interviews.
- C. Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.
- D. The following items will be considered by the District in the selection process:
- Conformance to the specified proposal format.
  - Organization, presentation, and content of the proposal.
  - Qualifications and experience of the organization and proposed team members.
  - Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District’s financial constraints and time frames.
  - Completeness of estimated cost of all architect services for the various Projects, and the cost itself.

## **6. Interviews, Selection, and Contract Negotiations**

The District may, but is not obligated to, conduct interviews with the architects that respond to this RFQ/P. If conducted, the interviews will be held on a date and time to be determined. At the time of the interview, the architect’s design team will be required to attend.

The District will select a firm deemed most qualified to perform architectural services for the modernization project and the District will begin negotiations with that to provide architectural services consistent with this RFQ/P. The District will also select one or more architects to perform other individual Projects that arise in the future.

The District intends to utilize the Architect Agreement included in the RFP as Attachment A. Responders may identify in their response any terms or conditions that they wish to negotiate with the

District and the District may consider that information as part of the selection process. Should the District be unable to negotiate a satisfactory contract with one of the proposing entities, the District is under no obligation to enter an agreement with any of the entities.

The District reserves the right to award the Projects to the entity the District deems most suitable to undertake the particular Project based on many factors, including demonstrated competence and qualifications for the types of services to be performed, and a fair and reasonable price. The District further reserves the right to reject any or all proposals, or waive any irregularities in any of the proposals submitted pursuant to this RFQ/P.

The District has a participation goal for disabled veteran business enterprises (DVBES) of at least three (3) percent, per year, of funds expended each year by the District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act. Therefore, to the extent feasible and pertaining to future hirings, the Architect, before it executes the agreement, shall provide to the District certification of compliance with the procedures for implementation of DVBE contracting goals, appropriate documentation identifying the amount paid to DVBEs in conjunction with the agreement, and documentation demonstrating the Architect's good faith efforts to meet these DVBE goals.

## **7. Special Conditions**

**Amendments:** The District reserves the right to cancel or revise this RFQ/P in part or in its entirety. If the District cancels or revises the RFQ/P, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due, or postpone the interview date.

**Inquiries:** Any questions concerning this RFQ/P or selection process may be directed to Heather Pilgrim, Ed.S., Oak Valley Union Elementary School District; telephone: (559) 688-2908. Replies involving any substantive issues will be issued by addenda and mailed to all parties recorded by the District as having received the RFQ/P documents.

**Non-Discrimination:** The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, gender, or any other basis protected by federal or state laws, in consideration for an award of contract.

**Costs:** Costs of preparing a proposal in response to this RFQ/P are solely the responsibility of the Respondent.

**Limitations:** This RFQ/P does not commit the District to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to the RFQ/P, or to procure or contract for work. The District reserves the right to waive any irregularities in the proposals received pursuant to this RFQ/P, or in the process outlined herein for selection of an architect for the Projects.