

Fremont Union High School District
589 W Fremont Avenue
Sunnyvale, CA 94087
December 17, 2018

REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES

The Fremont Union High School District (“**District**”) is requesting submission of statements of qualifications from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) to perform architectural design services (“**SOQ(s)**”) for 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 choose multiple 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 the District’s Board’s approval.

The District is authorized by California Government Code sections 4529.10 and 4529.12 to contract with and employ any persons for the furnishing of architectural, landscape architectural, environmental, engineering, land surveying, and construction management services through a fair, competitive selection process (e.g., by using a request for proposal or request for qualification process), which the District is utilizing.

The District reserves the right to contract with any or multiple Firms responding to this RFQ for all or portions of the services, assign other duties, and request the successful Firm(s) to provide other services to the District.

A copy of the RFQ and any associated addendums or updates can be found at the District’s website: <https://www.fuhsd.org/departments/business-services> Please choose the RFP/RFQ/BIDS section of the page.

Information regarding the District’s building and Bond programs are available at the District’s website: <https://www.fuhsd.org/departments/bond-program/measure-cc>

Architectural Services will be needed for New Construction and Modernization work at Cupertino High School, Fremont High School, Homestead High School, Lynbrook High School, Monta Vista High School, and other miscellaneous campuses.

Firms that intend to submit a SOQ must be insured, must be a licensed architect, and must maintain a full-service office within one hundred twenty (120) 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 on a USB flash drive, to:

Fremont Union High School District
589 W Fremont Avenue
Sunnyvale, CA 94087
ATTN: Aram Darmanian

Questions. Questions regarding this RFQ should be directed to **Aram Darmanian** at FUHSD_Bids@fuhsd.org. Firms are directed to not contact any other person with inquiries regarding this RFQ.

All SOQs must be received on or before January 15, 2019, no later than 3:00 p.m.

Thank you for your interest in working with the Fremont Union High School District.

RFQ Schedule. The District has set the following RFQ Schedule and reserves the right to modify it. The District will issue an addendum if it does so.

Event/Occurrence	Date/Deadline
District Issues RFQ	Monday, December 17, 2018
Deadline for Architects to submit questions regarding this RFQ	Wednesday, January 2, 2019
District to respond to Architect's questions with final Addendum	Monday, January 7, 2019
Deadline for Architects to submit SOQ	3:00 PM, Tuesday, January 15, 2019
District to Review SOQs	Thursday, January 24, 2019
District to interview Architects (if needed)	Week of January 28, 2019
District Board approves Architectural Pool	Tuesday, February 5, 2019

1. **General Information.**

1.1. **General.** The District invites qualified Firms to submit an SOQ related to its ability to provide the Services, as more fully indicated herein. 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, and the Division of the State Architect (“DSA”). Firms must have extensive experience in the design of public school facilities in addition to being a public school district representative, working with construction managers, contractors and other school facility related consultants, and establishing project scope and project budgets.

1.2. **Scope of Services.** The selected Firm must be prepared to perform some, or all of the Services described in the form of **Agreement for Architectural Services (“Agreement”)** attached hereto as **Attachment “1.”** The exact scope for each project would be determined by the District on a project-by-project basis depending on the needs of each project.

2. **Firms’ SOQs.** Each Firm’s 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 seventy-five (75) pages, 8½” x 11” paper**, inclusive of résumés, forms, and pictures, and tabbed according to the numbering system reflected below. Please provide the District with an SOQ that includes the following:

2.1. **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.

2.1.1. **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 signature of the person(s) authorized to submit the SOQ on behalf of the Firm. The Letter of Interest should provide a brief statement of Firm’s 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.

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

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

2.1.4. **Proposed Personnel/Firm Team.** 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.

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

2.1.5.1. Provide a brief history of Firm, and, if a joint venture, of each participating Firm. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

2.1.5.2. Describe Firm’s philosophy and how Firm intends to work with the District’s administration officials to perform the Services, including assistant superintendents, facilities directors, teachers and site principals, to respond to the unique challenges of District’s educational program requirements.

2.1.5.3. 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.

- 2.1.5.4. 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.
- 2.1.5.5. 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).
- 2.1.5.6. Include letters of reference or testimonials, if available. Firm should limit letters of references or testimonials to no more than ten (10).
- 2.1.5.7. 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.

2.1.6. Prior Relevant Experience.

- 2.1.6.1. Describe your firm's approach to quality control / assurance procedures, including coordination of design disciplines.
- 2.1.6.2. 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.
- 2.1.6.3. How does your firm approach modernization projects compared to new construction projects?
- 2.1.6.4. Describe your experience with DSA and working within the DSA processes. Specifically, describe your experience and strict compliance with the DSA process and final closeout with certification
- 2.1.6.5. Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.
- 2.1.6.6. 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 successfully handled potential delays both for the contract documents and for field changes.
- 2.1.6.7. Identify **ALL** K-12 projects performed by Firm in the past five (5) years. Limit response to no more than the twenty (20) **MOST RECENT** projects. Include the following information for each project:
 - 2.1.6.7.1. Name of project and district,
 - 2.1.6.7.2. Name of project architect,
 - 2.1.6.7.3. Scope of projects, description of services provided,
 - 2.1.6.7.4. Contact person and telephone number at district,
 - 2.1.6.7.5. Firm person in charge of each project,
 - 2.1.6.7.6. Dollar value of each project,
 - 2.1.6.7.7. Original construction budget and final construction cost, and
 - 2.1.6.7.8. 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.

- 2.1.7. **Additional Data.** Provide additional information about the Firm as it may relate to Firm’s SOQ. This can include letters of reference or testimonials.
- 2.1.8. **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 the Services described herein to the District. Firms cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in the Project to 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.

2.2. **Compensation.**

- 2.2.1. **Fee Schedule.** Please also 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.
- 2.2.2. **Additional Costs.** Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.

3. **Agreement Form.** If a firm has any comments or objections to the form of agreement attached as **Attachment “1”** to this RFQ is an **Agreement for Architectural Services (“Agreement”)**, it shall provide those comments or objects in its SOQ. The Agreement specifies the Services that will be needed for most projects, but will be adapted as required for each specific project. **PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement if they are not submitted at or before this time.**

4. **District’s Evaluation / Selection Process**

- 4.1. **District Investigations.** The District may perform investigations of proposing parties that extend beyond contacting the districts identified in a Firm’s SOQ.

4.2. **Selection of Finalists**

- 4.2.1. Based on its evaluation of SOQs, the District’s selection committee will select finalists for further evaluation (“Finalist(s)”). The criteria for selecting Finalist(s) may include, without limitation:
- 4.2.1.1. Experience and performance history of the Firm with similar projects;
 - 4.2.1.2. Experience and results of proposed personnel;
 - 4.2.1.3. References from clients contacted by the District;
 - 4.2.1.4. Technical capabilities and track record of their use;
 - 4.2.1.5. Overall responsiveness of the SOQ.
 - 4.2.1.6. Firm’s pricing information.

- 4.2.2. The District will notify Finalist(s) after this part of the selection process.

4.3. **Interviews**

- 4.3.1. The Finalist(s) who elect to pursue the work with the District may be invited to meet with the District’s selection committee. The Firm’s key proposed staff will be expected to attend the interview. The interview will be an opportunity for the District selection committee to review

the SOQ, the Firm's history, and other matters the committee deems relevant to selecting the Firm. The interview will start with an opportunity for the Firm to present its SOQ and its team.

4.3.2. Following the interviews, the selection committee will make recommendations to District staff and the Board regarding the candidates and awarding the contract. The criteria for these recommendations will include those identified above.

4.4. **Final Determination and Award.** The District reserves the right to contract with any entity responding to this RFQ, to reject any SOQ as non-responsive, and not to contract with any Firm for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek SOQs from or to contract with any Firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ in response to this RFQ.

5. **Public Records.** SOQs will become the property of the District and subject to the California Public Records Act, Government Code sections 6250 et seq. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the Firm agrees, by submission of its SOQ for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

Attachment "1"

Form of Agreement for Architectural Services

The ***Architect Master Planning Agreement*** and the ***Architect Agreement*** can be found on the District website at www.fuhsd.org/departments/business-services in the **RFP/RFQ/BIDS** section on the page.