

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

NOTICE IS HEREBY GIVEN that the Pleasanton Unified School District (“District”) is interested in expanding its pool of qualified Architects. The District is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations, which are not currently pre-qualified, to provide a Statement of Qualifications. The District intends to consider the future assignment of individual projects to newly qualified Architects. The District has a number of projects which remain a part of both the Measure I-1 Bond Program, District’s Facilities Department Existing Sites Program, and future Bond Programs over the next 5 years.

PROCESS FOR SUBMISSION OF STATEMENTS OF QUALIFICATIONS

Each Statement of Qualifications submitted in response to this RFQ (“Submission”) should be emailed to the Facilities and Construction Department at Pleasanton Unified School District and identify the name of the entity submitting. Respondents to this RFQ should email one electronic copy in PDF format to:

Eric Van Pelt, Bond Program Manager
Eric@vpcsonline.com

John Chwastyk , Executive Director of Facilities and Construction
jchwastyk@pleasantonusd.net

All Statements of Qualifications are due by 3:00p.m., on June 9, 2022.

Only Emailed Responses will be Accepted

Any inquiries regarding this RFQ should be directed to the District at:
Eric@vpcsonline.com and Jchwastyk@pleasantonusd.net

Each submittal must conform and be responsive to the requirements set forth in this RFQ. The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to award one or more respondent firms qualified for one or more of the District’s future projects. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

BACKGROUND

The Pleasanton Unified School District (“District”) is seeking Statements of Qualifications (“SOQ”) from experienced entities to provide full Architectural services through the design and construction phases on future District projects as a part of the Measure I-1 Bond Program, District’s Facilities Department Existing Sites Program, and future Bond Programs over the next 5 years.

This RFQ defines the design services sought from the Project Architect and generally outlines potential future project requirements. Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on future projects that will enhance the operational objectives of the District and meet the educational and facilities needs of the District. The District intends to select a pool of qualified firms for future consideration to provide architectural services for certain future projects.

LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ. The awarding of the Project Architect contract(s), if at all, is at the sole discretion of the District.

The SOQs, and any other supporting materials submitted to the District in response to this RFQ, will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQs shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into a future agreement, or (2) the District has rejected all proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ.

FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), and Disabled Veterans Business Enterprises (“DVBE”), shall be afforded full opportunity to submit SOQs in response to this RFQ/P and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified

disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the Citizens' Oversight Bond Committee. Any such contact shall be grounds for the disqualification of the proposer.

POOL OF QUALIFIED APPLICANTS

The District intends to maintain a pool of qualified architectural firms based upon this pool for a maximum five (5) years. At this time current pre-qualified firms must only submit a letter stating they want to remain in the pool and do NOT need to submit an entire qualification package. Additional firms may be added to the pool, at the District's sole discretion, as the District determines the need for additional services.

SCOPE OF SERVICES

The Scope of Services for firms assigned to projects includes full architectural services from pre-design, planning, programming, design, construction, and closeout phases of this Project. Project Architects may also be required to meet, as needed, with District Facilities staff, neighborhood organizations, and upper level District administrators for programming guidance. RFP's for specific projects will be issued on a project by project basis.

FORMAT REQUIREMENTS

Firms responding to this RFQ must comply with the following format requirements. Material must be in 8 1/2 x 11-inch format. Submittals shall include electronic bookmarks labeled with the headers below.

CONTENT REQUIREMENTS

1. **COVER LETTER** (maximum of 1 page)
 - Provide a letter of introduction signed by an authorized officer of the architectural services company. If the architectural services company is a

joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.

- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Respondent must include the follow statement: *"[INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] received a copy of the District's form of Architectural Services Agreement ("Agreement") attached as Appendix "A" to the RFQ. [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has no objections to the use of the Agreement."*
- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: *"By virtue of submission of this Statement of Qualifications, [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] declares that all information provided is true and correct."*

2. **BUSINESS INFORMATION**

- Company name
- Address
- Telephone
- Website
- Name and email of main contact
- Federal Tax I.D. Number
- License or Registration Number
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and the percentage

of interest of each firm.

- A brief description and history of the firm, including number of years the firm has been in business and date the firm was established under its given name.
- Number of employees (licensed professionals, technical support.)
- Location of the office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. **RELEVANT QUALIFICATIONS**

- Describe and provide examples of the firm's approach to designing quality school facilities, specifically modernizing and upgrading existing sites with a limited budget.
- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and CHPS in the context of K-12 school facilities.
- Describe your experience with pre-checked designs, giving specific project examples.
- Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects awarded in the last five (5) years.
- How does your firm approach modernization projects versus new construction projects?
- Describe your experience with DSA and working within the DSA processes.

4. **RELEVANT PROJECT EXPERIENCE**

- Provide information about prior services furnished and designs prepared by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects. Include the last five (5) K-12 educational projects your firm has designed that have been completed, including whether projects were closed out with DSA successfully. A list of the following must accompany each project:

- District name and name of contact person, title, telephone number, and email address to be contacted for a reference
- Project name and location
- Beginning and end dates of project (i.e., Notice of Completion and DSA final certification)
- Square footage
- Main program elements
- Original budget, bid amount and final amount at close-out
- Number of RFI's and Change Orders of each project
- Briefly state relevance of projects included for consideration in this RFQ
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association)
- Key individuals of the firm involved and their roles in the project
- Any sub-consultants that worked with the firm on the project

5. **PROJECT TEAM SUMMARY**

- Identify key team members and or management within your firm. It is optional to provide information regarding sub-consultants your firm traditionally does business with.
- Each SOQ must include evidence that the architectural services company is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.
- The District expects that the team shall remain intact through the duration of the Project(s) at the time they are awarded. If a team member must leave, the District reserves the right to approve that team member's replacement.

6. **LITIGATION HISTORY**

Provide a comprehensive five (5) year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A SOQ failing to provide the requested information on lawsuits or litigation, and responses which assert attorney client privilege and fail to provide the information requested, will be considered non responsive, disqualified from the selection process, and will not be evaluated.

7. **FEE SCHEDULE**

Provide a fee schedule. Fee schedules shall include hourly billing rates by position and typical reimbursable rates/markups.

At the time of consideration for a future project prequalified teams will be asked to provide a specific lump sum fee for Architectural services on the project.

The agreements are distributed with this RFQ as Appendix "A." Projects will be awarded and one of these form contracts will be used based on the size and complexity of the project at the discretion of the District. Please indicate no exceptions to the form agreements or provide a list of exceptions.

8. **APPENDIX**

- Firm brochure/history/background, reprints, etc.
- Key team members' resumes

SELECTION PROCESS

A Selection Committee will evaluate all submissions. Based upon the information presented in the submissions, the District's Selection Committee will choose the most highly qualified firms to be included in the District's pool of prequalified architects for upcoming projects.

SELECTION CRITERIA

1) **Firm Qualifications**

- a) Location of office and accessibility to potential projects.
- b) Reputation of the firm.
 - i) Satisfaction of previous clients (client relationships).
 - ii) Timeliness of work and ability of the firm to meet schedules.
 - iii) Accuracy of cost estimates.
- c) Project Architect's knowledge of applicable state regulations.

2) **Design Qualifications**

- a) Experience in planning, design, and administering the construction of public school renovation and repair projects.
- b) Use of energy savings and value engineering in design.

- c) Knowledge of sustainable building practices criteria and best practices.
- d) Change Order experience.
- e) Knowledge of state laws, the American with Disabilities Act, and other governmental requirements for K-12 schools.
- f) Project Architect's experience in successful and timely approval of firm's projects through all state and local regulatory agencies.
- g) Ability to assist with preparing and/or modifying Education Specifications as required by the State agencies and the District's design committee.
- h) Experience with construction cost reduction measures such as, but not limited to, reuse of design plans and construction design.

DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request an architectural services company to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the Selection Committee's discretion, firms may be asked to arrange a tour of a representative facility which they have been responsible for.

INTERVIEWS

The District, at its sole discretion, may elect to interview select firm(s) prior to consideration for this RFQ. The District may also elect to interview firm(s) for future projects in the District. If a firm is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District's project selection committee to review the suitability of the team for the specific future projects.

FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ for all or any portion of the work described herein and/or in an Agreement offered to the entity; to reject any SOQ as non-responsive, and/or not to contract with any architectural services company 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 contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ or proposal in response to this RFQ, including any supporting materials.

The awarding of any future contract(s) is at the sole discretion of the District. This RFQ is specifically to select a Pre-Qualified Pool of Architects for future projects. The District may, at its option, determine to award contract(s) to any of the prequalified firms.

RFQ RESPONSE SCHEDULE SUMMARY:

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE
May 9, 2022	Release of RFQ	
June 2, 2022	Deadline for submission of written questions to District concerning RFQP	3:00 p.m.
June 6, 2022	Issue final Addendum, as required	3:00 p.m.
June 9, 2022	Deadline for all submissions in response to RFQP.	5:00 p.m.

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!

APPENDIX A
Pleasanton UNIFIED SCHOOL DISTRICT AGREEMENT FOR
ARCHITECTURAL SERVICES

Please see Architectural Services Agreements at
<https://drive.google.com/drive/folders/1-1GWKBPIJpMlx1SiDrzvloxqlu81Qutp?usp=sharing>