REQUEST FOR STATEMENT

OF QUALIFICATIONS

For

ARCHITECTURAL SERVICES & LANDSCAPE ARCHITECTURAL SERVICES

Proposal Deadline Date
March 9 2022 at 1:00 PM

Submit to:

Simi Valley Unified School District
101 West Cochran Street
Simi Valley, CA 93065
Attn: Lori Rubenstein
I. Introduction

The Simi Valley Unified School District (hereinafter “District”) is seeking Statements of Qualifications to select qualified architectural firms to meet the District’s need in the planning, design and construction of various school facility projects throughout the District, including, but not limited to, modernization, new construction, field improvements, new portable flex classroom buildings, etc. Per Education Code section 17070.50, this Request for Qualifications has been designed to pursue a competitive architect selection process consistent with Chapter 10 and 10.1, Division 5 of Title 1 of the Government Code to ensure that architectural services are procured pursuant to a fair, competitive selection process on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

It is the intent of this RFQ process, and the documents required herewith, to assist the District in determining qualification prior to the submission of proposals for specific but, as yet, undefined, future projects. However, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the District from determining whether a firm has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness, after it has already pre-qualified. Rejection of any proposals for work on specific projects, to contract for architectural services with architectural firms that have not pre-qualified pursuant to this process, negotiate with any or all responsible submitters, to abandon a project entirely, to waive any informality in this selection process, change the process and/or modify the selection procedures, is reserved as a right of the District. Before a contract is awarded, the District may require further evidence of reasonable qualifications to perform the proposed work. All selection decisions by the District are final. Submitters shall be responsible for any and all expenses that they may incur in preparing Statements of Qualifications.

Background:

The Simi Valley Unified School District serves roughly 18,000 K-12 students at 28 school sites in the City of Sim Valley in Ventura County, California.

II. General Instructions

Interested firms are invited to submit five (5) signed, hard copy and one (1) electronic file, in .pdf format.

Statements of Qualifications are limited to 30 pages, including the requirements described below, but excluding cover and index tabs. Your response must also include Attachment A – Architect’s Declaration, and Attachment C - Approval of the Form of Architect Agreement. The response shall be made in the format provided and the complete response, together with any and all additional materials, shall be
enclosed in a sealed envelope addressed and delivered no later than 1:00 p.m. on March 9, 2022 to the following address:

Simi Valley Unified School District
101 West Cochran Street
Simi Valley, CA 93065
Attn: Lori Rubenstein

The sealed envelope shall be marked on the outside lower left corner with the words “Architectural Services RFQ”. Late proposals will not be accepted. It is the firm’s sole responsibility to ensure that their response is received prior to the scheduled closing time for receipt of Statement of Qualifications. No corrected or resubmitted responses will be accepted after the deadline.

This Request for Statement of Qualifications does not commit the Simi Valley Unified School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Statement of Qualifications. The District further reserves the right to accept the response that it considers to be in the best interest of the District.

Any firm that has previously proposed to the District for Architectural Services is required to resubmit. This Request for Qualifications supersedes any prior District process for Architects or Landscape Architects.

All requirements must be addressed in your response. All responses, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFQ.

**Requests for Information**

Questions related to this RFQ should be submitted in writing via electronic mail to:

Lori Rubenstein
Bond Program Manager
Simi Valley Unified School District
101 West Cochran Street
Simi Valley, CA 93065
Attn: Lori Rubenstein
lori.rubenstein@simivalleyusd.org

no later than **Wednesday, February 23, 2022 at 1:00 pm**. Specify “Architectural RFQ” in the subject line. Responses to all questions received will be posted on the District’s website.

**III. Scope of Work**

The District requires a continuous building program integrated with the existing Facility Needs Assessment and the Measure X Bond, [http://www.simivalleyusd.org/rfq2](http://www.simivalleyusd.org/rfq2).
The architect will be expected to perform the scope of services described in the Master Architect Agreement accompanying this RFQ (Attachment B), which will be the form of agreement that the architect agrees to execute, as evidenced by the architect’s execution of the approval of the form of the architect agreement (Attachment C). Any proposal submitted in response to this RFQ (including the proposed contract price) must be based on the scope of services, obligations, and other terms of this architect agreement. Once a contract for architectural services is awarded, the District reserves the right to revise the scope of work.

The District requires community involvement in its various building projects; therefore, the successful firms must be prepared to make presentations to and interact with the school board, school staff, and community as necessary.

IV. Contents for Responses

In order for responses to be considered, said response must be clear, concise, complete, well organized and demonstrate firm’s ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important.

The response shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items to ensure compliance with District requirements.

A. Business Profile. Furnish a brief profile of your company to address the following areas:

Name of the architectural firm, address, telephone and fax number, e-mail address, date firm established, and type of business (individual, corporation, etc.).

Applicable business license number, registration number(s), and federal taxpayer ID number

Identify who is authorized to sign agreements and represent your firm in matters related to this Statement of Qualifications.

Provide a brief description of your firm including educational, professional experience with K-6 and / or K-12 school programs, other significant educational design work, types of design services and number of employees.

Identify the percentage of your work that is public or educational.

B. Performance Standards

Hiring Practices:

1. Please describe the standards your firm adheres to when hiring staff. What qualities do you look for? What expectations do you hold staff to?

Construction Administration:
1. Describe your project administration practices and procedures. Describe the process to be used to administer the construction phases, e.g., meetings, site visits, requests for information, etc. Include your firm’s policy regarding Requests for Information and average response time.

2. Describe your firm's experience with the DSA Construction Oversight Process.

3. Describe your mode of response to District’s requests for program design changes, to a field clarification, and to a change request.

4. Briefly explain how your firm coordinates and interfaces between firms’ drawings and those of consulting professionals.

5. Describe your process to ensure that designs are efficient and cost effective to construct.

6. Describe your methods for determining the validity and cost responsibility of change orders.

7. Describe your experience in designing and administering the construction of schools with short timelines.

**Project Close Out**

1. Describe your responsibilities at construction completion. Include your methods for reviewing and resolving punch list items and confirming that equipment and other elements of the project function properly.

2. Describe your process for obtaining DSA certification.

**C. Experience and Strengths**

**Capabilities:**

When answering these questions, please include the individual(s) in your firm who have this knowledge/experience/qualification and what project demonstrates this skill/ability.

1. Describe your commitment to energy conservation and sustainability and how you view sustainability in relation to the design of existing buildings. Include your familiarity with new emerging energy technologies, such as high-performance glazing, waste energy recovery, HVAC controls, etc.

2. Describe your firm's experience with Libraries, including Public School Libraries.

3. Describe your firm’s experience with sports fields, including Elementary Schools, Middle Schools and High Schools.

4. Describe your firm’s experience with outdoor learning environments.

5. Describe a project where you utilized locally manufactured products.

6. Describe the special strengths that your firm can bring to the projects and how these set your firm apart from others.

7. Describe your firm’s experience with incorporating CPTED (Crime Prevention Through Environmental Design) principles for upgrades to safety and security at public K-12 school facilities.
Experience and Innovation:

1. Describe your firm’s experience in processing plans through the Division of the State Architect. Describe recent experience in preparing bid documents and administering construction of schools in California, including at least four (4) examples of public-school projects you have designed during the last five (5) years.

Safety:

1. Describe concepts or design elements you have used to promote student/staff security and safety.

D. Consultants

Please list the consulting engineer(s) used by your firm in the following areas:

- Structural
- Mechanical
- Civil
- Electrical
- Fire Sprinkler
- Low Voltage
- Landscaping
- Technology

E. Staffing

Please indicate those current employees, including job title and function, that will be assigned to District projects.

F. Previous Projects

1. Please describe your most challenging project, and your most rewarding project; and why each was such. Please be specific in your descriptions.

2. Please provide references on your last three (3) K-6 and / or K-12 school clients for whom your firm has provided full service architectural work similar to what is being requested in this RFQ. Include the name of the school district, the name and telephone of the person to contact at the school district, and identify the scope of the project.

The fact that your firm may have merged with another or that you may now have hired a specific individual does not entitle you to represent the previous firm or individual’s work as your own. You may submit any examples that you wish, but the proper credit to the architect of record must be given.

G. Legal. Please respond to each of the following questions:

1. Is there now any pending legal action alleging violation of the law in connection with any projects your firm is involved with? If so, please describe such pending action.
2. Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.

H. **Insurance.** Architects awarded a contract must provide Certificates of Insurance showing evidence of general and professional liability insurance coverage carried by your firm.

I. **Architect’s Declaration.** Complete and sign the attached declaration (Attachment A) in compliance with State of California Public Contract Code, State of California Government Code sections 4525-4529.5; and California Education Code 17076.11.

**V. Evaluation Criteria and Procedures**

A Selection Advisory Committee will evaluate and select those firms deemed to be the most highly qualified to perform the required services. If you answer Sections A-F appropriately, these considerations will be included:

Capacity and capability of the firm to perform the work, to include any specialized services, within the District’s timelines.

Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work, incorporating green technology, and ability to meet schedules.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, selected firms will be notified as to place, time, date and purpose of the interview.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFQ process, committee comments and evaluation scores, as well as the contents of all proposals become public information. Firms that have not been selected will be notified in writing after the conclusion of the selection process. Selection does not guarantee the firm will be awarded a contract. Firms not selected at this time will remain on a list for potential future District needs.

All Statement of Qualifications received by the specified deadline will be reviewed by the Simi Valley Unified School District for content, completeness, experience and qualifications. Statements of Qualifications received from architectural firms whose Architect of Record has provided similar services to public school districts.
The undersigned Architect, in accordance with State of California Public Contract Code, Government Code and Business and Professions Code, declares the following to be true, to the best of his (or her) knowledge and belief, for the firm, persons and consultants listed in this Statement of Qualifications:

That all firms and persons listed are acting under appropriate and valid licenses and that all licenses are in good standing.

That the firm is experienced in projects of similar size, complexity, scope and nature and that listed persons and consultants are sufficiently experienced to perform the work.

That the firm has the experience, competency, financial means and capacity to complete the work.

That the firm and the consultants are properly insured (GL and E&O) as required for the various work described herein.

That the firm, persons listed and consultants:

Have not been convicted of false or fraudulent statements to a public agency within the last five (5) years.

Will comply with applicable laws, regulations and ordinances.

Have submitted information in this Statement of Qualifications that is true and accurate to the best of their knowledge and belief.

Agrees to furnish services and materials as required by the terms and conditions of this Request for Qualifications.

Name of Firm ______________________________________________________
Street Address ______________________________________________________
City, State, Zip code _________________________________________________
Telephone and Fax _________________________________________________
Authorized Signature ________________________________________________
Printed Name and Title ______________________________________________
Date _______________________________________________________________
Attachment B

Architect Agreement

(See Attached)
HOURLY RATES
Attachment C

Approval of the Form of Master Architect Agreement

In providing its Response to this Request for Qualifications this responding firm [print firm name] agrees that if it is selected and is engaged for the performance of a project it will enter into an agreement for the provision of services using the form Attachment B, accepting the terms and conditions, and without additional changes or revisions. This responding firm understands and agrees that any subsequent refusal to enter into an agreement using the form of Attachment B without additional changes or revisions may subject it to immediate disqualification by the District and may result in the District selecting another architectural firm for the project.

[print firm name]

By: ________________ Date: ________________

Title: ________________