



SALINAS
CITY ELEMENTARY
SCHOOL DISTRICT

Salinas City Elementary School District

REQUEST FOR QUALIFICATIONS/PROPOSALS – RFQ/P #2022-23/007

Architectural Services for the Design of Modernization and New Construction Projects Funded by Measures G & H

Release RFP Documents	Thursday, May 25, 2023	
Request for Information Deadline	Monday, June 5, 2023	8:00 A.M.
Answers Posted	Thursday, June 8, 2023	
Proposal Due Date	Monday, June 12, 2023	3:00 P.M.
Proposal Submittal <u>Online only</u>	Salinas City Elementary School District Service Provider Registry URL: CLICK HERE	
Interviews and Evaluation of Proposals	Thursday, June 15, 2023 By Invitation	TBD

Table of Contents

Notice Calling for Requests for Qualifications/Proposals3

Description of The Projects and Contract(s)4

General Information.5

 1. Scope of Services5

 2. Firms’ SOQs6

 3. Content of Statement of Qualifications.....6

 4. Prior Relevant Experience7

 5. Conflicts of Interest.....8

 6. Compensation.8

 7. Agreement Form8

 8. District’s Evaluation / Selection Process9

 9. Public Records.10

Attachment “1”11

Notice Calling for Requests for Qualifications/Proposals

District: Salinas City Elementary School District
Project Description: Architectural Services for the Design of Modernization and New Construction Projects Funded by Measures G and H
Project Number: RFQ/P # 2022-23/007
Proposals Due By: June 12, 2023; 3:00 PM
RFP Documents Available and Must be Submitted Via:
Salinas City Elementary School District,
<https://vrapp.vendorregistry.com/Vendor/Selection/SubscriptionSelection?buyerSource=salinas-city-elementary-school-district-ca-vendor-registration>

NOTICE IS HEREBY GIVEN that the Salinas City Elementary School District, acting by and through its Board of Education, hereinafter "the District" will receive up to, but not later than the above-stated date and time, sealed Bid Proposals for the Contract for the Work of the Project generally described as RFQ/P #2022-23/007 Architectural Services for the Design of Modernization and New Construction Projects Funded by Measures G & H.

Submittal of Bid Proposals. All Bid Proposals shall be submitted on forms furnished by the District. Bid Proposals must conform with, and be responsive to, the Bid and Contract Documents, copies of which may be obtained from the District as set forth above. Only Bid Proposals submitted to the District prior to the date and time set forth above shall be considered.

No Withdrawal of Bid Proposals. The District's Board reserves the right to reject any and all bids and/or waive any irregularity in any bid received. Bid Proposals shall not be withdrawn by any Bidder for a period of Ninety (90) calendar days after the opening of Bid Proposals. During this time, all Bidders shall guarantee prices quoted in their respective Bid Proposals.

Award of Contract. The Contract for the Work, if awarded, will be by action of the District's Board of Education to the Bidder that meets the qualifications and matrix established by the RFP documents.

Inquiries and Clarifications. This document is for informational purposes and shall not relieve the Bidder of the requirements to fully become familiarized with all the factors affecting the Proposal. The Bidder is advised that all inquiries and clarifications about the RFP documents, specifications, etc., shall be submitted to the District in writing no later than June 5, 2023, 8:00 AM. The District will respond by the end of the business day on June 8, 2023.

Verbal communication by either party with regard to this matter is invalid. Inquiries shall be made in on <https://vrapp.vendorregistry.com/Vendor/Selection/SubscriptionSelection?buyerSource=salinas-city-elementary-school-district-ca-vendor-registration>

Gioconda Padilla
Assistant Superintendent, Business Services
Salinas City Elementary School District
Monterey County, State of California
FOR: The Board of Trustees

Publication:
Monterey County Weekly and Vendor Registry
1st Publication: May 25, 2023
2nd Publication: June 1, 2023

Description of The Projects and Contract(s)

The Salinas City Elementary School District (“District”) is requesting submission of statements of qualifications and proposals from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“Firm(s)”) to perform planning, program and architectural design services (“SOQ(s)”) for the following project, plus other projects or services as directed by the District. The District seeks proposals from qualified architects who are experienced in the construction of K-12 public school facilities in California and are experienced in working with contractors and other facility-related consultants. See proposed Project descriptions, preliminary budgets, schedules, areas of work and/or site maps related to the Projects (draft Facilities Master Plan as of May 1, 2023).

The District was successful at the election conducted on November 8, 2022, in obtaining authorization from the District’s voters to issue up to a \$149.5 million-dollar and \$150 million-dollar aggregate principal amount in school facilities bonds in connection with Measures G and H. The Measure G and H funds are to be used for the purpose of:

Measure G: Salinas City Elementary School District Board of Education determined that the District’s schools require repairs and upgrades, including updates to facilities to meet current health, safety, fire, and earthquake standards. Specifically, the Board of Education desires to: • Construct new early education school facilities for 3-5 year olds serving preschool, transitional kindergarten, and kindergarten students; • Fund temporary housing of these preschool, transitional kindergarten, and kindergarten students until new facilities are constructed; • Remove aging and unsafe portable buildings and replace with permanent facilities; • Fix or replace deteriorating roofs and windows; • Renovate aging classrooms and provide flexible classrooms and labs for core academics; • Replace old, outdated and inefficient electrical, plumbing, heating and ventilation systems; • Modernize and renovate existing permanent classroom buildings and offices; • Update and modernize school multi-purpose rooms, cafeterias; kitchens and libraries; • Update instructional technology at all schools; • Expand dedicated classrooms for STEAM (science, technology, engineering, arts, math); • Replace and expand playground structures and sports spaces; • Improve school fire and earthquake safety preparedness; and • Improve safety with new fencing, security and monitoring systems.

Measure H: Salinas City Elementary School District Board of Education determined that the District’s schools require repairs and upgrades, including updates to facilities to meet current health, safety, fire, and earthquake standards. Specifically, the Board of Education desires to: • Construct new early education school facilities for 3-5 year olds serving preschool, transitional kindergarten, and kindergarten students; • Fund temporary housing of these preschool, transitional kindergarten, and kindergarten students until new facilities are constructed; • Remove aging and unsafe portable buildings and replace with permanent facilities; • Fix or replace deteriorating roofs and windows; • Renovate aging classrooms and provide flexible classrooms and labs for core academics; • Replace old, outdated and inefficient electrical, plumbing, heating and ventilation systems; • Modernize and renovate existing permanent classroom buildings and offices; • Update and modernize school multi-purpose rooms, cafeterias; kitchens and libraries; • Update instructional technology at all schools; • Expand dedicated classrooms for STEAM (science, technology, engineering, arts, math); • Replace and expand playground structures and sports spaces; • Improve school fire and earthquake safety preparedness; and • Improve safety with new fencing, security and monitoring systems.

Draft Facilities Master Plan: <https://drive.google.com/file/d/1kEu8iManvzGh8YDPtkg-epOR-CB7fo4W/view?usp=sharing>

Firms that intend to submit an SOQ must be insured, be a licensed architect, and maintain a full-service office.

In addition to submitting on the Vendor Registry portal, if bidder is invited for an interview, the following is required: Ten (10) hard copies (inclusive of the original signed by the responding firm). Proposals shall be submitted on or before 10:00 a.m. on June 13, 2023, to the following District representative and at the address below:

Gioconda Padilla
Salinas City Elementary School District
840 South Main Street
Salinas, CA 93901

NO LATE SUBMISSIONS WILL BE ACCEPTED.

Interview Presentations are to be placed in sealed packages with the following information clearly marked on the outside of each package:

- 1) Name of the firm responding.
- 2) Title: Request for Proposals for Architect Design Services.

General Information.

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. 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 the Project will be determined by the District.

The District expects to proceed in the following manner:

One or more Firms will be selected to work with the District to design the Project related to Measures G & H.

One or more Firm(s) may be selected to plan or design other projects at District sites.

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:

3. 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.

A. Letter of Interest.

A dated Letter of Interest must be submitted, including the legal name of the Firm(s), address, telephone, emails, 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.

B. Table of Contents

Table of contents of the material contained in the SOQ should follow the letter of interest.

C. Executive Summary

The executive summary should contain an outline of Firm's approach, along with a brief summary of Firm's qualifications.

D. Firm Information

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

- 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.
- 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.
- 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.

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

4. Prior Relevant Experience

- A. Describe your firm's approach to quality control / assurance procedures, including coordination of design disciplines.
- B. 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.
- C. How does your firm approach modernization projects compared to new construction projects?
- D. Describe your experience with DSA and working within the DSA processes. Specifically, describe your experience and strict compliance with the DSA inspector card process and final closeout with certification.
- E. 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.
- F. 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.
- G. 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, preferably including UPK and elementary focus. Include the following information for each project:

- Name of project and district,
- Name of project architect (if not your Firm)
- Scope of projects, description of services provided,
- Contact person and telephone number at district,
- Firm person in charge of each project,
- Dollar value of each project,
- Original construction budget and final construction cost, and

H. 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.

5. 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.

6. Compensation.

- A. Proposal for Projects. Please provide a detailed proposal to perform all services from planning and programming through Project closeout. Please also identify the specific individual(s) and subconsultant(s) (if any) that the Firm would assign to this.
- B. 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.
- C. Additional Costs. Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.

7. Agreement Form

If a Firm has any comments or objections to the form of Agreement attached as Attachment “1” to this RFQ/P, it shall provide those comments or objections in its SOQ. The Agreement specifies the Services that will be needed for most projects and includes the indemnification provision. 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.

8. District’s Evaluation / Selection Process

- A. District Investigations. The District may perform investigations of proposing parties that extend beyond contacting the districts identified in a Firm’s SOQ.
- B. Selection of Finalists: Based on its evaluation of SOQs, a District selection committee will select finalists for further evaluation (“Finalist(s)”). The District will notify Finalist(s) after this part of the selection process. The criteria for selecting Finalist(s) may include, without limitation:
 - Experience and performance history of the Firm with similar projects for California public school districts and community college districts;
 - Experience and results of proposed personnel;
 - References from clients contacted by the District;
 - Technical capabilities and track record of their use;
 - Overall responsiveness of the SOQ.
 - Firm’s pricing information.
- C. Interviews. 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. The interview-presentation will be no more than 30 minutes.
- D. Board. Following the interviews, if any, the selection committee will make recommendations to the District Superintendent and the Board regarding the candidates and awarding contract(s). The criteria for these recommendations will include those identified above.
- E. Final Determination and Award. The District reserves the right to contract with any entity responding to this RFQ/P, 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/P 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/P.

9. 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"

Agreement for Architectural Services