

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT



Request for Proposals (RFP)
RFP #2024-0101
for

Architectural and Engineering Services

RFP Submittal Deadline
FEBRUARY **2**, 2024 at **3:00** PM



Submit To
Antelope Valley Union High School District
176 Holston Dr. Lancaster CA, 93535
Attn: Monica Garcia, Business Services
Email: MGarcia@avhsd.org

1.0 INTRODUCTION AND OVERVIEW

The Antelope Valley Union High School District is in the planning stages to request from the voters within its attendance boundary authorization for a school bond in excess of \$400 million at the November election. The District also plans on utilizing the State School Bond Facility funds through the State Allocation Board to maximize available funds for all projects. This could extend the funding for facility projects to over \$600 million dollars. The District expects an eight year bond program for facilities.

The Antelope Valley Union High School District is located in the northeastern region of Los Angeles County and has been serving its communities since late in the 19th Century. The District provides a 9th through 12th grade high school education to students.

The District serves approximately 21,000 students in eight (8) comprehensive high schools, one (1) high school with two (2) locations that provides dual enrollment with Antelope Valley College, one (1) dedicated special program school, and two (2) alternative education schools located within District boundaries.

The Antelope Valley Union High School District (“District”) seeks proposals (“Proposals”) from qualified firms to provide School Facility Condition and Needs Assessments / Master Plan (“Facilities Assessments”) for specific school sites operated by the District; along with long term architectural and engineering services (“Services”) to assist the District in the planning, design and construction administration of its capital improvement program (“CIP”) for new construction, expansion, modernization, and/or renovation projects of its public schools and facilities. The firms selected (“Consultant” or “Firm”) should have experience in all aspects of programming, planning, design and related tasks for K-12 educational facilities in the State of California while facilitating innovative and collaborative problem solving with a wide range of District stakeholders, community members and local and state agencies.

The Firm(s) selected to provide such Services will be part of a pool of consultants that will assist the District in the implementation of its CIP for the next eight (8) years based on the District’s Facilities Assessments serving as guiding documents. Our goal is to provide for a safe, secure, accessible, and sustainable future while decreasing operating costs.

The District will consider firms which have provided Services to at least five (5) public school districts in the State of California within the last seven (7) years. Firms interested in submitting Proposals should have recent experience with public school facility planning, design and construction along with an understanding of the State of California school facility funding and building program as administered by the Office of Public School Construction (“OPSC”) and the Division of State Architect (“DSA”).

The District will retain the services of a Construction Program/Project Management consultant (“PPM”). The PPM provides support services which includes monitoring and collaboratively working with the selected architectural/engineering Firms as required for the successful outcome of the District’s CIP.

The District will evaluate each Firm based on the information set forth in the response submitted, together with other information available to the District from any other sources. The Firm's ability to develop a rapport and working relationship with the District personnel and team (other consultants) will be considered. The District will, at its own discretion, select several Firms after receipt of the responses; the District also reserves the right to not select any Firm. The District may also request that one or more Firms participate in an interview process or the District may implement a combination of these and/or other methods for selection.

This RFP is solely a solicitation for responses. Neither this RFP, nor any response to this RFP shall be deemed or construed to: (i) create any contractual relationship between the District and any Firm; (ii) create any obligation for the District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim of reimbursement for costs associated with the submittal of any response.

2.0 GENERAL INFORMATION

- 2.1 Proposals (RFP) shall be submitted to the District no later than **3:00 pm on February 2, 2024**. Submissions received after the aforementioned date and time will not be accepted.
- 2.2 Firms submitting Proposals shall provide three (3) copies of said Proposals and one (1) digital copy on a flash drive in a sealed envelope prominently marked with: the Request for Proposals (RFP) number and title, the due date and time, and the name of the Firm submitting the statement. Submittals are to be formatted, in order, as indicated in Section 6.0 of RFP “Contents of Request for Proposals”.
- 2.3 Submittals shall be signed by an authorized individual or officer of the Firm submitting the statement.
- 2.4 Submittals may be withdrawn by the Firm submitting the statement at any time prior to the closing date and time for receipt of statement.
- 2.5 In order to control information disseminated regarding this Request for Proposals, organizations interested in submitting Proposals are directed not to contact members of the Governing Board and the District Administration with the exception of the individual(s) listed below.

Any and all questions prior to the deadline for filing the Request for Proposals shall be sent to **Monica Garcia, Executive Secretary Business Services- MGarcia@avhsd.org** phone 661-948-7655 ext. 2304. Responses to questions will be provided to all on the District website at www.avdistrict.org .[under District tab – Requests for Proposals/Bids]

- 2.6 The District and/or its authorized representative reserves the right to accept or reject any or all submittals, and to waive any irregularity in the Request for Proposals. Submitters shall be responsible for any and all expenses that may occur in preparing statements and presentations.
- 2.7 Fee schedules shall be valid through June 30, 2025. Any price increases, year to year, are to be requested in writing 60 days prior to June 30, and will be considered only with adequate justification for pricing escalations that may be present. The District does not automatically award increases per Consumer Price Index (CPI) or other general formulas.
- 2.8 After acceptance and award, an Agreement between the successful Firm(s) and the District will be executed.
- 2.9 All materials submitted in response to the RFP shall become the property of the District and shall be considered a part of the Public Record.

3.0 PROJECT DESCRIPTION

3.1 Project Description

Perform design and related work associated with the various District reconstruction / modernization, alterations, portable/modular classroom addition projects and new construction projects, along with assisting the District in creating a Assessment report for the Board and Community. Provide professional services to perform, facilitate and oversee design, bidding, construction, closeout and occupancy and other project related activities.

Design and Related Work for Reconstruction/Modernization:

- Assist the District in identifying school reconstruction/modernization facility needs.
- Conduct stakeholder meetings regarding reconstruction/modernization projects.
- Prepare plans and documentation required by the California Department of Education and Office of Public School Construction.
- Site survey to establish existing conditions.
- Prepare Schematic/Design Development and Construction Document plans and specifications for submittal to the District and other agencies requiring submittal for project approval.
- Prepare all necessary Schematic/Design and Construction Documents, such as an Estimated Project Cost Summary, for submittal to the District and other agencies requiring submittal for project approval.
- Serve as Construction Administrator, Architect or Engineer of Record (AOR or EOR). Provide leadership in coordinating the design process and managing sub-consultants. Ensure effective communication between the District construction management team and the Inspector of Record (IOR) during project construction

which includes preparation, review, recommendation and submittal to the District of any change orders.

- Prepare record drawings of completed projects and provide electronic copies in PDF and Revit formats.
- Assist the District in identifying and applying for State Funding.
- Complete all post-construction activities and retain all close-out documentation for the DSA as required.

Design and Related Work for New Construction:

- Assist the District in identifying new construction needs.
- Meet and present to staff and public regarding all construction projects.
- Prepare plans and documentation required by the California Department of Education and the Office of Public School Construction.
- Site survey to establish existing conditions.
- Assist District in identifying and applying for State funding.
- Prepare Educational Specifications as required by the California Department of Education.
- Prepare Schematic/Design Development and Construction Documents, plans and specifications for submittal to the District and other agencies requiring submittal for project approval.
- Prepare all necessary Schematic/Design and Construction Documents, such as an Estimated Project Cost Summary, for submittal to the District and other agencies requiring submittal for project approval.
- Serve as Construction Administrator during project construction which includes preparation, review, recommendation and submittal to District of any change orders.
- Prepare record drawings of completed projects and provide electronic copies in PDF and Revit formats.
- Complete all post-construction activities and retain all close-out documentation for the DSA as required.

4.0 INFORMATION TO BE SUBMITTED WITH THE PROPOSALS

All materials submitted to the District in response to this RFP shall remain the property of the District. Extensive experience with the Office of Public School Construction ("OPSC"), CDE, DSA, California Geological Survey, Implementation of Best Management Practices (BMP), California Building Code and Standards ("CBC"), in particular Title 24 of the California Code of Regulations is mandatory. Experience with projects which have achieved Leadership in Energy and Environmental Design (LEED) Certification and Collaborative for High Performance Schools (CHPS) is highly desirable.

Responses should be orderly, relevant to the District's RFP, concise, straightforward, and must address each requirement and question. The cover letter shall be signed by the individual authorized to bind the respondent to all statements and representations made

therein and to represent the authenticity of the information presented.

- 4.1 Number of years in business.
- 4.2 Provide the name, title, experience and qualifications of the officers and key individuals of the team. Provide resumes and qualifications of team members, to include license numbers and expiration dates. Also include number years of experience in a K-12 school setting.
- 4.3 Executive summary including Firm's general information: business addresses, phone and electronic mail addresses for key personnel on the project team.
- 4.4 State whether the Firm is made of individual proprietorships, partnerships, corporations or joint ventures.
- 4.5 List five (5) relevant construction projects in progress or completed by the submitting Firm. Include a description of the plan, schedule, and constructed projects implemented.
- 4.6 Describe the Firm's experience with different construction delivery methods.
- 4.7 Provide an organizational chart showing the relationship of the District to the project team.
- 4.8 Project Management – Provide detailed information regarding the Firm's approach to managing a project along with a step-by-step process of how the Firm will simultaneously manage multiple projects and contractors. Describe the Firm's use of internet-based tools to support efficient project management including software such as Procore and Bluebeam Studio Sessions.
- 4.9 Provide fee schedules for the types of service that your Firm offers including: a) new construction; b) remodel; c) modernization; and d) change orders. Fixed fee, sliding fee, percentage, etc. Also provide hourly rates for all classifications. Be thorough and specific, as this will form the basis for negotiation of any contract for services that may be presented by the District. If referencing General Condition costs, include typical staffing expectations, professional fee schedules, and a discussion of the total expected costs that the owner could expect for specific projects.
- 4.10 Describe your approach on how the Firm conducts site condition surveys; include your sub-consultants and their method. Include the tools used for these services.
- 4.11 List the consulting firms to be used as sub-consultants on the projects including the resumes of project personnel. Architects must submit necessary information at least for the following:

- a) Structural, b) Mechanical, c) Electrical, d) Plumbing, e) Civil, f) Landscape Design, g) Estimating and h) Theater Design Consultant

5.0 TEAM PROCESSES AND RESOURCES

Briefly explain the following:

- 5.1 The team’s planning philosophy, organizational structure and management plan for this project.
- 5.2 The team’s controls to ensure adequate time dedicated to this assignment in conjunction with your office workload including on-time delivery methodology.
- 5.3 Describe the team’s approach to constructability reviews.

Additional Data – Provide additional information about the firm as it may relate to this RFP. Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the evaluation teams in understanding your qualifications and expertise.

6.0 SUPPLEMENTAL INFORMATION

- 6.1 Insurance. Submit proof of ability to provide insurance as appropriate covering professional liability, general liability, workers compensation, etc.
- 6.2 List all litigation and resulting settlements or judgments between your firm and any clients within the past five (5) years.

CONTENTS OF REQUEST FOR PROPOSALS

The content and sequence of the information contained in the Request for Proposals shall be as follows:

- 1. Title Page
- 2. Letter of Interest
- 3. Table of Contents
- 4. Organization Information requested under Section 4.0, Team Processes and Resources under Section 5.0, and Supplemental Information Section 6.0.

SCHEDULE

Cutoff date for written questions by 7:00 am PST: January 28, 2024

Submittals due by 3:00 pm PST:	February 2, 2024
Finalists notified on:	February 6, 2024
Anticipated Board of Trustees action to approve:	February 15, 2024

SELECTION PROCESS:

The District intends, through this RFP, at the sole discretion of the District, to establish a list of Consultants to provide services for various construction projects as determined by the District through review and numerical ranking of the Consultants submittals. Subsequent to establishing the list, the District plans to enter into negotiations for the purpose of reaching a Facility Needs Analysis agreement for services with one or more of the selected Consultants.

The process that will be used by the District in selecting the team to perform the Services as outlined in this Request for Proposals will be as follows:

- a. Screening Committee - The District will appoint a Screening Committee made up of District employees to review Proposals submitted by the firms. The Screening Committee will determine a list of firms to be considered.
- b. Interviews - The District may invite firms recommended by the Screening Committee to a presentation and interview session.
- c. Ranking – The District will utilize the below referenced “evaluation process” to establish a short list of qualified Consultants to provide the professional Services to the District.
- d. Agreement - Upon the execution of master agreements with Consultants, and as the District identifies the need for the services, the District will request a proposal from one or more Consultants related to one or more specific construction project(s). Upon selection of a Consultant, the District will issue a Work Authorization (WA) to the Consultant. The WA will show a total not-to-exceed cost to the District and line items that specify the services to be provided by the Consultant.

EVALUATION PROCESS:

All Proposals will be evaluated to determine which teams will be able to meet the needs of the District. Evaluation will be in accordance with the criteria listed below. Specific weighing may be used but will not be required. Criterion are not listed in order of relative importance.

- a. Compliance with format requested and completeness of submittal.

- b. Overall responsiveness of the submittal, clearly stating an understanding of Antelope Valley Union High School District and the work to be performed, and demonstrating a good, practical approach to accomplishing the Services.
- c. Experience and expertise of the team on relevant projects. Specialized experience for the work, along with the ability to manage, control and to schedule concurrent projects at multiple locations.
- d. Experience and qualifications of the project team.
- e. Client references and satisfaction on prior projects.
- f. Demonstrated track record of Consultant and sub-consultant team members working together on relevant projects.
- g. The oral interview and presentations.
- h. Geographic location of teams.
- i. The District encourages the participation of women, disabled veterans and minority owned business in responding to this RFP. Should the lead firm not fall into one of these categories, you are encouraged to seek out sub-consultants who do qualify in order to provide the District with the most diverse project team possible.

CONTRACT REQUIREMENTS

The firm(s) selected will be required to enter into a contract with the District for the provision of the services. Please note the following:

1. Insurance:

The District will require the firm to carry professional liability insurance coverage of at least \$2,000,000 per claim. The insurance is to be payable by the firm. In addition, the firm must provide comprehensive liability, automobile liability and workers compensation insurance with limits as specified in Attachment A. The District must be specified in the Insurance writer.

2. Fingerprinting and Criminal Background Investigations:

The successful firm will be required to assure that its employees and those of sub-consultants do not have direct contact with District students during the performance of the contract in compliance with Education Code SS451125.1 and 45125.2. To ensure these provisions, the District may require the consultant to be

fingerprinted and proof of the same could be required to be provided to the District prior to the start of on-site work. All costs associated with this process are to be the responsibility of the firm.

3. Compensation and Payment:

Firms will be paid upon the completed work performed in accordance with individually negotiated proposals for each project at the agreed to rates. Invoices shall not be submitted sooner than 30-day intervals.

7.0 MODIFICATIONS

7.1 No oral or telephonic modifications of any Proposal, once submitted, will be considered. However, later versions of a complete Proposal may be substituted for the original submission as long as the substitution is completed prior to the original deadline for submission of the Proposal.

7.2 The Proposal submitted must not contain any erasures or other corrections.

7.3 Any firm may withdraw its Proposal either personally, or by written request either by mail or email at any time prior to the scheduled closing time for the receipt of Proposals. If no written request is received prior to the closing time for the submissions, the Proposal shall be considered valid.

7.4 The successful submitter shall be required to execute the Agreement in substantially the same form as that attached hereto and incorporated herein. The successful submitter shall be bound by the terms and conditions of the attached Agreement, including but not limited to, the indemnification provision.

8.0 OTHER

8.1 The District does not guarantee an award of a contract(s) and it reserves the right to select the firm(s) that it considers to be in the best interest of the District.

The District reserves the right to accept or reject any or all proposals, to negotiate with any or all responsible submitters, and to waive any informally in the Proposal. Firms submitting proposals shall be responsible for any and all expenses that they may incur in preparing proposals.

8.2 Anti-Discrimination

It is the policy of the District that in connection with all work performed under its contracts, there shall be no discrimination against any prospective or active employee engaging in the work for a contractor because of race, color-ancestry, national origin, religious creed, sex, age, or marital status. The selected

Consultant shall agree to comply with applicable Federal and California laws in this regard including, but not limited to the California Fair Employment and Housing Act. In addition, the Consultant shall agree to require similar compliance by any consultant that they might employ on the projects.