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REDWOOD CITY SCHOOL DISTRICT

Redwood City School District
750 Bradford Street
Redwood City, California 94063

**Request for Qualifications
For Architectural Services**
RFQ #23/24-002

RFQ Issued:	March 1, 2024
Responses Due:	March 27, 2024
Selection by Governing Board:	Tentatively April 10, 2024

**Request for Qualifications (“RFQ”)
For Architectural Services**

The Redwood City School District (“District”) is seeking statements of qualifications from qualified providers of Architectural services to expand the District’s pool of prequalified Architects. The District intends to consider the future assignment of individual projects to newly qualified Architects. The District has a number of planned projects as part of 2022 voter authorized General Obligation Bond - Measure S, and as part of other facilities improvement projects.

1. Critical Dates

Mandatory Pre-Proposal Meeting:

A mandatory pre-proposal meeting will be held on Friday, March 8, 2024 at 11:00 a.m. for the purpose of acquainting all prospective submitters with the RFQ documents and potential projects. This meeting will be held virtually; please email ben.kerr@vpcsonline.com for the meeting link. Failure to attend the meeting shall disqualify non-attending firms from submitting.

Submittal Due Date:

Digital copies of the submittal in pdf format shall be received no later than 2:00 p.m. (PDT) on March 27, 2024, via email to ben.kerr@vpcsonline.com.

Submittals not received by the deadline will not be reviewed. Physical copies will not be accepted. Responsibility for a successfully emailed delivery falls with the firm submitting.

Selection Date:

Tentatively Scheduled for April 10, 2024

2. Background

The District is seeking Statements of Qualifications (“SOQ”) from experienced entities to provide full Architectural Services through the design and construction phases of future District projects as part of Bond Measure S and as part of other facilities improvement projects.

This RFQ defines the design services sought from the Project Architects and generally outlines potential future requirements. Briefly stated, the District is seeking experienced and proven design professionals to provide master planning, 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 maintain the pool of qualified architect firms based upon this RFQ process for a maximum of five (5) years. No contract will be entered into as a direct result of this RFQ process; the District will solicit proposals from prequalified firms on a project by project basis and issue individual contracts by project.

3. Scope of Work

The architect will be expected to perform the scope of services described in the architect agreement accompanying this RFQ (Attachment A), which will be the form of agreement that the architect must execute. Any statement of qualifications submitted in response to this RFQ (including the proposed fee schedule) must be based on the scope of services, obligations, and other terms of this RFQ and the attached architect agreement.

Services will also include master planning, pre-design, planning, programming, design, DSA review, bidding, construction, and closeout phases of individual projects. Firms may also be required to meet, as needed, with District facilities staff, neighborhood organizations, and upper level District administrators for programming guidance. Requests for Proposals for specific projects will be issued on a project by project basis.

4. Statement Format and Content

If a firm has any questions, it must submit them no later than 5:00 p.m. on March 5, 2024 to allow the District to review and decide whether to issue an addendum to the RFQ.

The SOQ should be clear, concise, complete, well organized, and demonstrate the respondent's ability to follow instructions. SOQs should be organized in the order shown in the following sections.

A digital copy in pdf format of the SOQ must be provided.

All respondents are requested to follow the order and format specified below. Please label each section of the SOQ to correspond to the numbers/headers shown below.

The cover shall include the RFQ's title and submittal due date, the name, address, email address, and the telephone number of the responding firm (or firms if there is a joint venture or association). The cover should also identify the proposed lead architect for the firm.

The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the statement in the order listed:

A. Cover Letter

A cover letter signed by an authorized officer of the firm submitting the SOQ, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for this Project.

B. Mandatory Qualifications

Respondents must hold an architect's license which is current, valid and in good standing with the California Architects Board. Respondents must have the necessary qualifications to provide the requested services in accordance with California law.

1. Provide the following information for each license:
 - a. Name of license holder exactly as on file.
 - b. License number, issuance date, and expiration date.
 - c. Whether license has been suspended or revoked in the past 5 years. If so, explain.
2. Describe and provide examples of the firm's approach to designing quality school facilities, specifically modernizing and upgrading existing sites with a limited budget.
3. Describe your experience with meeting schedules and timelines. Include an example of how your firm has worked to expedite a schedule.
4. Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
5. Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
6. Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design (ie. LEED, CHPS) in the context of K-12 school facilities.
7. Describe your experience with pre-checked designs, giving specific project examples.
8. 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. Include at least two (2) examples of school facility modernization projects.
9. How does your firm approach modernization projects versus new construction projects?
10. Describe your experience with DSA and working within the DSA processes.

C. Organization, Credentials, and General Background

Please provide a brief history of your organization, including:

1. Number of years the organization has been in business.
2. Location of office that will perform the work required by this RFQ.
3. Number of employees (licensed professionals, technical support, etc.).
4. List of basic services provided by your organization.
5. List the name and address of your current legal counsel, and generally describe the services provided by them. Also list any other legal counsel that has represented you during the last three years.

D. School Facilities Planning and Design Experience

Describe the experiences/background of your organization in providing design and contract administration services for public school facilities as required by this RFQ. Provide a list of similar California K-12 public works projects performed over the last 5 years.

Include the following information for a minimum of five (5) selected projects:

1. District name and name of contact person, title, phone number, and email address;
2. Project name and location;
3. Beginning and end dates of the project (i.e. Notice of Completion and DSA final certification);
4. Square footage;
5. Main program elements;
6. Original budget, bid amount, and final amount at closeout;
7. Number of RFIs and change orders of each project;
8. Specify the role of the firm or individual if work was not exclusively by the firm (i.e. joint venture, association);
9. Key individuals of the firm involved and their roles in the project;
10. Any sub-consultants that worked with the firm.

E. Past Performance Record

If any of the following has occurred, please describe in detail the circumstances for each occurrence:

1. Failure to enter into a contract once selected/awarded.
2. Withdrawal of a proposal as a result of an error.
3. Termination or failure to complete a contract.
4. Debarment by any municipal, county, state, federal, or local agency.
5. Involvement in litigation, arbitration, or mediation.
6. Conviction of the firm or its principals for violating any federal or state law related to architecture practice or contract performance.
7. Knowing concealment of any deficiency in the performance of a prior contract.
8. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
9. Willful disregard for applicable rules, laws, or regulations.

F. Project Team

1. Identify key team members and provide their qualifications. It is optional to provide information regarding subconsultants your firm traditionally does business with.

2. Each SOQ must include evidence that the firm 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.
3. 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.

G. Client Satisfaction/References

Provide a list of at least five (5) educational client references for which your organization has performed design services similar to those required by this RFQ. References must include:

1. Name, address, telephone number, email address, and a contact person of the project owner.
2. Name, address, telephone number, email address, and a contact person for the contractor(s) working on the project(s).
3. Name, address, telephone number, email address, and a contact person for the construction manager(s) working on the project(s).
4. Describe the project(s) on which your organization provided services, including costs, delivery method, and schedule.

H. Insurance

Attach a letter from your insurance company indicating your firm's ability to provide insurance. Insurance requirements for specific projects will be provided when proposals are requested.

I. Current and Contracted Projects

Attach a list of your firm's projects currently underway and those contracted for but not yet underway. List actual or expected start and completion dates of the projects, and explain how your firm will be able to effectively manage and perform the District's project(s) while also managing and performing the listed projects.

J. Fee Schedule and Comments to Form of Agreement

Provide a typical fee schedule for your firm. Fee schedule 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 fee proposals in the form of hourly rates with a not-to-exceed cap.

A form of the agreement will incorporate the final scope of work and not-to-exceed fee negotiated between the District and the selected firm.

Respondents must identify any comments or proposed changes to the District's form of agreement in response to this RFQ, at least two (2) weeks prior to the submission of

SOQs to provide the District time to review any suggested changes. Once a firm is prequalified by the District, the District will not entertain further comments or proposed changes to the form of agreement for individual projects.

5. Selection Process

- A. The purpose of this RFQ is to enable the District to select firms with whom the District intends to enter a contract for design of future projects pursuant to the attached architect agreement.
- B. A review and selection committee composed of key District officials and consultants will review and evaluate all submittals and may conduct reference interviews.
- C. SOQs will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review and evaluation process. However, after the District has prequalified a pool of architects, SOQs will be treated as public records and may be subject to release to members of the public if specifically requested under applicable law.
- D. The items listed in sections A through J above will be considered by the District in the evaluation and selection process.

6. General Information

Amendments: The District reserves the right to cancel or revise this RFQ in part or in its entirety. If the District cancels or revises the RFQ, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due, or postpone the award date.

Inquiries: Any questions concerning this RFQ or selection process must be directed to the District's representative Ben Kerr (ben.kerr@vpcsonline.com) no later than 5:00 p.m. on Tuesday, March 5, 2024. All questions received will be responded to via addenda and emailed to all parties recorded by the District as having received the RFQ documents. Questions not sent to the above email address will not be responded to.

7. Special Conditions

Non-Discrimination: The District does not discriminate on the basis of any ground prohibited by the provisions of the California Fair Employment and Housing Act as set forth in part 2.8 of division 3 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations, in consideration for an award of contract.

Costs: Costs of preparing a SOQ in response to this RFQ are solely the responsibility of the respondent.

Limitations: This RFQ does not commit the District to award a contract, to defray any costs incurred in the preparation of a SOQ pursuant to the RFQ, or to procure or contract for work.

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The District reserves the right to waive any irregularities in the SOQs received pursuant to this RFQ.

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ATTACHMENT A

FORM OF AGREEMENT