



**LODI UNIFIED SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL/ENGINEERING SERVICES
RONALD E. MCNAIR HIGH SCHOOL STORM WATER PUMP STATION
RFQ #0866-8866-520-1**

Lodi Unified School District ("District") is seeking to prequalify Architectural or Engineering firms to submit proposals to design and the District's Ronald E. McNair High School Storm Water Pump Station ("Project"). Only respondents that have been prequalified by the District in response to this Request for Qualifications ("RFQ") will be eligible to submit proposals in response to the District's subsequent Request for Proposals ("RFP") for the Project.

Respondents to this RFQ should mail or deliver three (3) bound copies and one (1) electronic copy on USB flash drive of their Statement of Qualifications ("SOQ") labeled "Statement of Qualifications in Response to Lodi Unified School District's RFQ #0866-8866-520-1", as further described herein, to:

**Lodi Unified School District
Amberly Kidder, Facilities & Planning
RFQ #0866-8866-520-1
880 N. Guild Avenue, Lodi CA 95240**

ALL RESPONSES ARE DUE BY 2:00 P.M., ON TUESDAY, AUGUST 13, 2024. Any SOQ received after that date and time will not be accepted and will be returned unopened.

FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

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 negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ please call or email Amberly Kidder at (209) 331-7225 or akidder@lodiUSD.net before 4:00 P.m. on July 30, 2024. Answers will be posted on the District website by 4:00 P.m. on August 6, 2024.

RFQ SCHEDULE SUMMARY

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

DATE	EVENT	DEADLINE
July 20, 2024	Release and advertisement of RFQ	
July 30, 2024	Deadline for submission of written questions due.	4:00 p.m.
August 6, 2024	Addendum to RFQ, if required, published.	4:00 p.m.
August 13, 2024	Deadline for all submissions due.	2:00 p.m.
August 20, 2024	Release of short-listed firms.	4:00 p.m.
Week of August 26, 2024	Interviews of short-listed firms.	
September 3, 2024	Notification to selected firms.	4:00 p.m.

BACKGROUND

Lodi Unified School District encompasses 350 square miles and serves the cities of Lodi, North Stockton, and the communities of Acampo, Clements, Lockeford, Victor, and Woodbridge in the Central Valley of Northern California. The District serves over 27,000 students. There are thirty-one elementary schools, five middle schools, four comprehensive high schools, two continuation high schools, and five other sites containing a variety of programs.

PROJECT DESCRIPTION AND SCOPE OF SERVICES

The District is seeking an Architectural or Engineering firm to serve as the design entity for the District's Ronald E. McNair High School Pump Station Project ("Project"). The Project is further defined in the attached **APPENDIX A**, along with the District's expected cost range and schedule for the Project.

The selected Architect or Engineer must be appropriately licensed in the State of California for architectural, engineering services as needed to complete the Project. In addition, the selected firm shall have experience with both design and construction of public school facilities and in working with the Office of Public School Construction ("OPSC"), the Division of the State Architect ("DSA"), and Title 24 of the California Code of Regulations.

FULL OPPORTUNITY

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision-making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status in any consideration leading to the award of the contract. District also 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 respond to this RFQ.

LIMITATIONS

This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. The District reserves the right to add additional prequalified respondents for consideration after distribution of this RFQ, if it is found to be in the best interest of the District. All decisions concerning selection of the DBE will be made in the best interests of the District. The issuing of a subsequent RFP and awarding of the contract pursuant to the subsequent RFP, if at all, is at the sole discretion of the District.

The District makes no representation that participation in this 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 any response to this RFQ.

SOQs submitted by respondents are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The contents, however, may be disclosed to third parties for purpose of verification or investigation. State law requires that the names of respondents applying for prequalification status shall be public records subject to disclosure.

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, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent submitting a SOQ.

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 divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc. Total number of pages, not including tabs, shall not exceed 50 pages (this includes resumes of potential personnel). The number of pages does not include a brochure, if so provided, as indicated below in appendices.

Provide three (3) bound copies and one (1) electronic copy of the SOQ.

- The electronic copy will only be accepted via a USB flash drive in the following programs: Microsoft Office Suite or PDF.

CONTENT REQUIREMENTS

1. **COVER LETTER** (maximum of 2 pages)
 - Provide a letter of introduction signed by an authorized officer of the respondent. If the respondent 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 one (1) of the follow statements:

"[INSERT RESPONDENT'S NAME] received a copy of the District's form of Independent Consultant Agreement for Professional Services ("Agreement") attached as Exhibit "A" to the RFQ. [INSERT RESPONDENT'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 RESPONDENT'S NAME] has no objections to the use of the Agreement."

OR

"[INSERT RESPONDENT'S NAME] received a copy of the District's form of Independent Consultant Agreement for Professional Services ("Agreement") attached as Exhibit "A" to the RFQ. [INSERT RESPONDENT'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 RESPONDENT'S NAME] has objections to the use of the Agreement, listed as follows: [IDENTIFY ALL OBJECTIONS]."

- 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 must include evidence that Respondent is legally permitted and properly licensed for the scope of services and to conduct business in the State of California.
- Respondent shall acknowledge receipt of all addenda issued as a part of this RFQ.
 - Respondent shall sign and add the following language: *"By virtue of submission of this SOQ, [INSERT RESPONDENT'S NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.

- Fax.
- 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 percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Total number of employees including a breakdown of the number in each job segment (i.e. administrative, technical support, etc.) Specifically list the number of any professional or certified employees in the company who may be required to complete the scope of services. (Example: number of registered surveyors in company for survey scope of work).
- Location of 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 PROJECT EXPERIENCE

- Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) educational institution projects, and list the following for 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).
 - Size of project.
 - Main program elements.
 - Description of services provided by your firm.
 - Briefly state relevance of the project 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.
- Describe your experience working with relevant state or local agencies.

- Provide a statement demonstrating your firm’s or team’s ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule.
- Demonstrate your firm’s flexibility in adapting to the changing needs and priorities of a K-12 school district.

4. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their qualifications relevant to the scope of services for the Project(s), including resumes.
 - Note: firm(s) selected for inclusion in the District’s pool of qualified firms will be required to demonstrate long term relationships with any sub- consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent Request for Proposals for the Project(s).
- The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member’s replacement.

5. 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.

6. FEES

Although this RFQ is not a request for a specific proposal, the District requires each respondent to provide a fee schedule using the form attached hereto as **Exhibit “B”** for the types of service that you offer. Be thorough and specific as this will form the basis 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 District could expect for specific projects.

- Provide detailed information on your billing practices (i.e. lump sum, other), including reimbursable cost categories and hourly billing rates by position for additional services.
- Provide detailed information on your firm’s practices concerning discounted fees if selected.
- Provide a proposed staffing plan. Please indicate the level of effort (Full Time Equivalent) for each proposed Project position and a reimbursable

schedule that depicts only those expenditures that are exclusive to, and in support of, the Project as described in the proposed work plan.

- Included within the proposed schedule of rates should be the identification of proposed reimbursables. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. Reimbursables may require receipts to be provided to the District.
- Include an escalation rate and schedule if fees are expected to change. The rates shall show adjustments for 2023, 2024, etc. up to 2025.

7. APPENDIX

- Firm brochure/history/background, reprints, etc.

SELECTION PROCESS AND CRITERIA

The District will evaluate all submissions. Each submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified. Based upon the information presented in the submissions, the District may elect to conduct interviews with some or all of the respondents. After the interviews, if any, the District will identify the firm(s)/team(s) for inclusion in a pool of qualified firms for future consideration to provide civil engineering and surveying, environmental, and geotechnical engineering consulting services for projects under Measure U.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar educational institution services including successful experience with DSA and ability to meet schedules;
- Experience, education, results and professional expertise of proposed personnel;
- References from clients contacted by the District and quality of past work;
- Technical capabilities of firm and track record of use;
- History of any disputes and performance issues including final resolution; and
- Overall responsiveness of the SOQ.

DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQs. The District may request a respondent 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 District'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 selected firm(s). The District may elect to interview one or more firms. 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 to review the firm’s proposal and other matters the District deems relevant to its evaluation. Any comments or proposed changes to the form of Agreement attached hereto as Exhibit “A” shall be provided in writing five business days before the interview and may be the subject of inquiry at the interview.

FINAL DETERMINATION

Prequalification is at the sole discretion of the District. The District reserves the right to waive irregularities and omissions in the information contained in any SOQ, and to make all final determinations. The District further reserves the right to suspend or rescind prequalification at any time based on subsequently learned information.

The District makes no representation that participation in this RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals 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 or other response to this RFQ.

WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT’S PROJECT!

APPENDIX A
PROJECT DESCRIPTION

PROJECT LOCATION

Ronald E. McNair High School
9550 Ronald E. McNair Way, Stockton, CA 95210

PROJECT NAME

Ronald E. McNair High School Storm Water Pump Station Project #0866-8866-520-1

SCOPE

Removal of the existing temporary pump station and the design and installation of a permanent pump station in coordination with the City of Stockton's permit and building department. Upon acceptance of the project, the entire system will be handed over to the City of Stockton, becoming city-owned equipment and property for ongoing maintenance.

The engineering and design of the stormwater pump system must comply with City of Stockton stormwater pump codes. This includes the provision of parts and coordination with PG&E during construction.

The project must also adhere to the California Storm Water Management Plan and the Regional Water Quality Control Board's Order #RS-2007-0173, ensuring all new catch basins are installed accordingly.

Additionally, the removal of the temporary stormwater pump system must be planned with consideration of the season to ensure the new system is installed without causing any stormwater flooding.

PROJECT ESTIMATE

\$3,750,000.00

