

Southern Kern Unified School District

REQUEST FOR QUALIFICATIONS (“RFQ”)

ARCHITECTURAL SERVICES

FOR

Measure “H” Projects

RFQ #2025-01

RFQ Date: January 17, 2025

DUE Date: February 7, 2025

**ARCHITECTURAL SERVICES
FOR MEASURE "H" BOND**

SCHEDULE

EVENT	DATE
Release of RFQ:	Friday, January 17, 2025
RFQ Questions / Clarifications Due:	Wednesday, January 29, 2025; 4:00 p.m.
Answers to RFQ Questions / Clarifications:	Monday, February 3, 2025; 4:00 p.m.
Proposal Due Date:	Friday, February 7, 2025; 2:00 p.m.
Notification to Selected Firm(s)	Thursday, February 13, 2025

Submit one (1) electronic copy on USB drive of qualifications by hand or courier delivery service to:

Southern Kern Unified School District
Attention: Robert Irving, Chief Business Official
2601 Rosamond Boulevard.
Rosamond, CA 93560
Ref.: RFQ No. 2025-001

I. PURPOSE

The Southern Kern Unified School District (the “District”) requests that qualified firms, partnerships, corporations, associations, persons, or professional organizations (“Firm(s)”) submit a statement of qualifications for professional Architectural Services for District-wide modernization, upgrades, and new construction for potential projects supported by the District’s Bond Measure H.

The District’s objective is to obtain qualifications from qualified Architectural Firms with experience including: basic design services such as architectural planning, pre-design, design, construction administration and closeout services. This RFQ defines the architectural services sought from the eventual Project architect (“Architect”) and generally outlines the Project requirements.

II. INTRODUCTION

The District is a public K-12 school district located in Rosamond, Kern County, California. Currently, the District operates two (2) elementary schools, and one (1) middle school, one (1) high school and one (1) continuation high school. Future projects shall be funded by Bond Measure H, a general obligation fund of \$59M approved in November 2024 and State matching funds based on eligibility.

III. DISTRICT GUIDELINES AND EXPECTATIONS

The District reserves the right to reject any and all submissions. The District also reserves the right to amend this RFQ as necessary. All materials submitted to the District in response to this RFQ shall remain the property of the District. The District also reserves the right to seek submissions from, or to contract with, any Firm not participating in this process. The District shall not be responsible for the costs of preparing any submission in response to the RFQ.

Firms must have extensive experience in the design of public-school facilities in California, and extensive experience as a public school district representative, working with contractors and other school facility related consultants, establishing project scope, project budgets, and bidding procedures under both Public Contract Code and alternative construction delivery methods.

Firms interested in submitting qualifications are directed to make personal contact only with the Chief Business Official, identified herein, and should not contact the District Board of Education members, the Superintendent, Assistant Superintendents, Directors any member of the Citizens’ Oversight Committee, or any other officials or staff of the District. The District may reject submissions if a Firm or its representatives make direct contact with the District.

In the spirit of total transparency, the District requires the submitting firm to include in their submission a Financial Interest Certification stating that no member of the team has had any financial interest or business relationship with the District board members or staff. By submitting this certification, the submitting firm agrees to the posting of this information to the public through the proposal. Refer to Attachment “B” of this RFQ.

As part of this RFQ the responding entity must affirmatively state that there are no known conflicts of interest or must disclose any potential conflict of interest involving District employees, consultants, or Board of Education members.

IV. TERM

The District reserves the right to select one or more architectural firms for design services which are considered the most qualified to meet or exceed the District's design, budget, and schedule requirements for the best value at the lowest cost and highest quality. The Architectural firm(s) selected per this RFQ shall be valid for a period of five (5) years.

V. QUESTIONS/REQUESTS FOR INFORMATION

All questions and requests for explanations or clarifications pertaining to this RFQ must be submitted in writing via email and must be received **NO LATER** than 4:00 p.m. on Wednesday, January 29, 2025 to Robert Irving, Chief Business Official at riving@skusd.k12.ca.us. Questions and Answers will be issued as an addendum to the RFQ on the date and time listed in the above RFQ schedule. All addenda will be posted to the District website.

VI. SUBMISSION DEADLINE

Respondents to this RFQ shall deliver one (1) electronic copy on a USB flash drive, **NOLATER than 2:00 p.m., Friday, February 7, 2025** to:

Southern Kern Unified School District
Attention: Robert Irving, Chief Business Official
2601 Rosamond Boulevard
Rosamond, CA 93560
Ref.: RFQ No. 2025-01

VII. SCOPE OF SERVICES

The selected Architect team(s) shall provide the scope of services that includes full architectural services through all phases of the relevant Project(s) that meets the Project(s) budget and schedule. The Architect team shall carry out the responsibilities briefly delineated in the scope of services set forth below. Such services shall be performed consistent with the standard of care for professionals performing similar scopes of services.

The Architect team shall, as a minimum, undertake the following responsibilities, and any additional responsibilities reasonably necessary and customarily provided by an architectural services team conducting business in the Antelope Valley Area:

- A. Design Services for new construction, upgrades and cosmetic work allocated to District campuses and a new elementary school.

- B. Basic Design Services
 1. Pre-Design and Programming Services
 - Collect and analyze data to complete a preliminary space program as well as meeting with District's Superintendent, Chief Business Official, Director of Maintenance and Operations Business Services and staff, members of the Board of Trustees and upper-level District administrators for programming guidance.
 - Develop an architectural program; perform pre-design investigations to establish appropriate guidelines around which and within which the Project(s) is to be designed; identify design issues; review all pertinent data including DSA codes, surveys, site maps, geotechnical reports, etc.
 - Develop, review, and reconcile the construction cost budget within the parameters of the construction budget.
 2. Schematic Design Phase, Design Development Phase, and Development of Construction Documents
 - Review and validate existing conditions at the proposed project sites as well as as-built documentation of the relevant existing facilities, when required, and utilize these in the preparation of the design documents.
 - Develop programming design concepts and prepare programming design documents including cost estimate and basis of design.
 - Develop and finalize the chosen schematic design, including cost estimate and basis of design, and identify milestone activities and dates.
 - Prepare outline specifications of proposed architectural, structural, mechanical, and electrical materials, systems, and equipment and their criteria and quality standards.
 - Revise the construction cost budget for the Project(s), subject to specified conditions including schematic estimates, design development estimates, and escalation.
 - Basic design phase services shall include at minimum the following disciplines: Civil, Structural, Architectural (including a hardware specialist),

Landscape and Irrigation, Mechanical–HVAC, Plumbing, Electrical, Telecommunications (voice, video and data), Fire Protection, Security, Food Service, Acoustical, Independent Cost Estimator, and all other upper-division disciplines necessary for a complete facility.

- From accepted deliverables, prepare design development and construction document design from all professional disciplines necessary to deliver the Project(s), including without limitation: complete site plans, scaled floor plans, structural drawings, elevations, mechanical load calculations, mechanical equipment and electrical fixture locations and schedules, refined utility, landscaping and access improvements; identify all fixed equipment to be installed in Project(s).
 - The Architect team will use CHPS standards as a guideline while designing buildings that require minimal maintenance and long-term (50 year) durability.
 - Coordinate efforts with CEQA consultant(s), legal, and other District-hired consultants. Provide supporting documentation required for CEQA process.
 - Submit design documents to District, DSA, and other government entities and/or utility providers as required for plan checks and approvals.
 - Assist the District in Bid Phase by preparing addenda and other documents as required; review and assist District with construction bid contracts and documents.
 - Participate in estimating, scheduling and constructability review meetings.
 - Participate in community meetings, such as, town hall, staff discussions, Board presentations, etc.
3. Construction Administration and Close-out Phase
- Work closely with the District’s Superintendent, Chief Business Official, Director of Maintenance and Operations Business Services throughout the construction of the facilities. Provide construction administration support through submittal review, response to contractor requests for information (RFIs), review the work for conformance to quality standards and assist with construction completion and acceptance.
 - Without additional compensation, correct or revise any errors or omissions in Architect’s studies, reports, projections, design, drawings, specifications, and other services for District review.
 - Comprehensive project documentation, to include the following:
 - Digital photographic documentation of the construction process progressively and at selected milestones;
 - Documentation inclusive of electronic indexing, navigation, cloud-based hosting, storage and remote access, as applicable, throughout construction;
 - Review contractor submitted change orders.
 - Review record drawings from contractor as-built documents.
 - Review contractor submitted closeout documents.
 - Assist the District with the preparation of all required agency and governmental close out documentation.

- Obtain, prepare, coordinate and submit documents as required for DSA review and final certification of projects.

C. Meetings

1. Throughout each Project, a series of meetings in each phase of the Project shall be required and Architect shall attend, take part in, and, when indicated, conduct such meetings. The number of meetings will be specific to each Project and delineated in the form of the agreement.

VIII. SELECTION CRITERIA

An evaluation committee of District personnel will select the firm(s) to be used by the District. All proposals will be evaluated based on the following criteria:

- A. Experience, qualifications, and resources
- B. Staff capacity, depth, and workload
- C. Nature and quality of the firm's completed work
- D. Ability to meet budgets and timelines established by the District
- E. Ability to provide superior support in construction and multiple project coordination
- F. Understanding of the District's educational goals, objectives, and management methods
- G. Professional excellence and demonstrated competence
- H. Training and experience of key personnel
- I. Reliability and continuity of the firm
- J. References
- K. Location of the firm's offices
- L. Other considerations deemed relevant by the District

IX. REQUIRED SUBMITTAL FORMAT

Submissions shall be in 8 ½ in x 11in format, limited to fifteen (15) pages, single sided, not including cover letter, resumes, required documents and tabs. Each firm shall submit one (1) electronic copy in PDF formatting on a USB flash drive containing the submitted qualifications **NO LATER than 2:00 p.m., Friday, February 7, 2025**. Please label the outside of the package – “2025- 01 Qualifications for Architectural Services”.

All submissions shall be delivered to the District contact and address as indicated within this RFQ. It is the sole responsibility of each firm to ensure all submissions are delivered and received by the District in a timely manner. Any submissions received at the designated location after the scheduled time shall be returned.

A. Cover Letter

1. Provide a letter of introduction signed by an authorized officer of the architectural services company. If the architectural services company 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.
2. Include a brief description of why your firm is well suited for and can meet the District's needs.

B. Firm Information

1. Include name of firm, address, telephone number, type of firm (i.e., corporation, partnership, etc.), California Registration Number and name of principal(s) contact. Provide a brief history of the organization, including:
 - 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. Whether the organization has gone by a different name while under substantially the same management.
 - Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). 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.
 - Location of office where project team members will complete the design and manage the project(s).
 - List of basic services provided by firm, in-house
 - List of additional services provided by firm
 - How sub-consultants will be utilized and to what extent work will be performed in-house.

C. Project Approach and Firm Qualifications

1. 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 to meet the District's goal of moving projects into construction within the earliest possible timeframe.
2. Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three school projects awarded in the last five (5) years.
3. Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
4. Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
5. Describe your experience with DSA and working within the DSA processes.

D. Relevant K-12 Project Experience and References

Provide information about prior services/designs prepared by your firm in the last five (5) years on at least five (5) K-12 educational projects with a value of \$5M or more. Include the following information:

1. Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
2. Provide a list of the following for each project noted above:
 - project name, type, program, and location
 - beginning and end dates of project (including construction) approximate square footage
 - date of each project Notice of Completion and DSA final certification
 - approximate number of RFI's and Change Orders of each project
 - original budget, bid amount, and final amount at close-out
 - key individuals of the firm involved and their roles in the project
 - any sub-consultants that worked with the firm
 - references that include district name, name of contact person, title, telephone number, and email address

E. Architect Team Summary and Qualifications

The selected architectural services company shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for architectural services as described herein.

1. Identify key members within your architectural firm that you would assign to the Architect team and their roles. Include, at a minimum: Principal-in-Charge; Architect(s); Project Engineer(s); and Construction Administrator. List license numbers, dates, and office addresses. Resumes shall include specific qualifications and recent related experience providing similar services for the scope of work identified in this RFQ.
2. Identify roles and qualifications of sub-consultants, if any. Demonstration of long term relationships with any sub-consultants, along with resumes and recent project experience is encouraged.
3. Each submission must include evidence that the architectural services company is legally permitted and properly licensed for the scope of work for which the Qualifications are submitted and conduct business in the State of California.

F. Litigation History & Conflict of Interest

1. Provide a comprehensive ten (10) 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 PROPOSAL 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.

G. Fees

1. Provide general information on your billing practices (i.e., percentage of construction, fixed fee, other), including reimbursable cost categories and hourly billing rates by position for additional services.

H. Proximity to District

1. Provide location of offices that will be providing services to the District. Offices within 75 miles of the District are preferred.

I. Attachments & Addenda

1. Complete and provide Architect's Rate Schedule (only) during this RFQ Phase; rate schedule is part of Attachment "A".
2. Provide an executed copy of Attachment B – "Financial Interest Certification".
3. Provide an acknowledgement of each addendum issued to the RFQ

X. ADDENDUM/WITHDRAWAL

A firm who has submitted its Qualifications may submit an addendum to such Qualification at any time up to the official closing date for the receipt of Qualifications. The last submission shall supersede and invalidate all previous submissions by that firm as it applies to this RFQ. No oral or telephonic Qualifications or modifications will be considered.

A firm may withdraw its Qualifications at any time up to the official closing date for the receipt of Qualifications. The withdrawal shall be in writing, bearing the signature of the person who submitted the Qualifications.

XI. NON-OBLIGATION

This Request for Qualifications shall not be construed to create an obligation on the part of the District to enter into a contract with any firm. This request is an information solicitation of qualifications only. The District reserves the right to reject any and all submissions or to accept the submission that, in the judgment of the District, is in its best interest.

The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, amend the schedule.

Firms shall not be reimbursed for any costs associated with the preparation of submissions in response to this RFQ.

XII. INSURANCE

Firms must have the ability to secure the insurance coverage listed below and, on a Certificate acceptable to the District. A Certificate of Insurance must be filed with the District's Chief Business Official, prior to execution of the contract. Such insurance shall be required throughout the term of the contract.

- A. Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).
- B. Commercial general and auto liability insurance, with limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) combined single limit, bodily injury and property damage liability per occurrence, including:
 1. Owned, non-owned, and hired vehicles;
 2. Blanket contractual;
 3. Broad form property damage;
 4. Products/completed operations; and
 5. Personal injury
- C. Professional liability insurance, including contractual liability, with limits of TWO MILLION DOLLARS (\$2,000,000.00) per claim. Such insurance shall be maintained during the term of the agreement and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of the agreement adjusted for inflation. In the event the Architect subcontracts any portion of the Architect's duties, Architect shall require any such subcontractor to purchase and maintain insurance coverage as provided in this Section.
- D. Valuable Document Insurance. The Architect shall carry adequate insurance on all drawings and specifications as may be required to protect the District in the amount of its full equity in those drawings and specifications, and shall file with the District a certificate of that insurance. The cost of that insurance shall be paid by the Architect, and the District shall be named as an additional insured.
- E. The Commercial General Liability Insurance and Comprehensive or Business Automobile Liability Insurance policies shall be endorsed to include the District, its officers, agents, employees, and representatives as additional insureds.
- F. The policies shall be primary insurance to any other insurance available to the District, with respect to any claims arising out of the contract. The insurance shall apply separately to each insured against whom a claim is brought.
- G. All policies shall be endorsed to provide thirty (30) days advance written notice to the District of cancellation, non-renewal, or reduction in coverage.

- H. Certificates of insurance in the form and with insurers satisfactory to the District, evidencing all coverage above, shall be furnished to the District during the selection and negotiation process.

ATTACHMENT A
ARCHITECT'S RATE SCHEDULE

Hourly Compensation Rate Schedule

Hourly Rate Table required to be submitted in response to the RFQ

	HOURLY RATES
Principal in Charge/Partner/Architect/CASp	
Sr. Project Manager/Sr. Project Architect/Sr. Technical Manager	
Project Manager/Project Architect/Technical Manager	
Job Captain/Technical Leader	
Project Coordinator	
Senior Construction Administrator	
Construction Administrator	
Construction Administration Support	
Design Principal	
Senior Project Designer	
Project Designer	
Design Leader	
Designer II	
Designer	
Senior Interior Designer	
Senior Interior Project Designer	
Sustainable Design	
Specifications Writer	
Visualization Arts	
Agency Compliance	
Senior Education Facilities Planner	
Education Facilities Planner	
Staff Access Compliance Specialist	
CADD Drafter	
Project Administrator	
Intern Architect	
Clerical Support	
<p><u>Reimbursable Expenses</u></p> <p>Define all reimbursable costs. Note Travel costs shall only be reimbursed for travel beyond 250 miles.</p>	

ATTACHMENT B

FINANCIAL INTEREST CERTIFICATION

I _____, acting as the _____, am an authorized representative of _____ (“Consultant”) and do hereby certify that for the term of the agreement contemplated by this proposal, that other than past or future contracts with the District as an entity, no officer, contractor, subcontractor, or employee of Consultant has, or shall have, any financial interest or business relationship with any individual member(s) of the District’s governing board or staff and that no such District board member(s) or staff shall have any direct or indirect financial benefit or relationship in the agreement contemplated by this proposal, or obtain any present or anticipated material benefit arising therefrom.

By: _____

Name: _____

Title: _____

Date: _____