

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL SERVICES**

NOTICE IS HEREBY GIVEN that the Live Oak School District ("District") of Santa Cruz, is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and designing services for selected projects.

Respondents to this RFQ should mail or deliver three (3) bound copies, one (1) unbound copy, and one (1) electronic copy on flash drive of their submittal, labeled "Statement of Qualifications – Architectural Services," as further described herein, to:

**Chip Odom, Director Maintenance, Operations, and Transportation
LIVE OAK SCHOOL DISTRICT
984-1 Botswick Lane
Santa Cruz, CA 95062**

ALL RESPONSES ARE DUE BY 3:00 P.M. ON FEBRUARY 7, 2025. Any submittal received after that date and time will not be accepted and will be returned unopened. Submittals shall be **no more than TWENTY-FIVE (25) single-sided pages in total length. Font size shall be no less than 11 points.** Proposal cover sheets, section tabs, separators, or other organizational elements of proposals will not count toward the total page limit indicated above. The total page limit will pertain to pages that contain text and/or graphics that are intended to meet the requirements of the RFQ.

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 submit them via email to codom@losd.ca before 3:00 p.m. on January 24, 2025. Answers will be posted on the District website by 3:00 p.m. on January 31, 2025.

RFQ RESPONSE SCHEDULE SUMMARY

The District reserves the right to change the dates on the schedule, set forth below, without prior notice.

DATE / TIME	EVENT
January 9, 2025	Issue RFQ – Architectural Services.
January 24, 2025 at 3:00 p.m.	Deadline for submission of written questions to District concerning RFQ.
February 7, 2025 at 3:00 p.m.	Deadline for all submissions in response to RFQ.
Week of February 24, 2025	Release of short-listed firms.
Week of March 3, 2025	Interviews of short-listed firms at District’s discretion.

BACKGROUND

Live Oak School District (“District”) is located in Santa Cruz County and serves about 1,900 students in three elementary schools, one middle school, one K-8 independent charter school, and one alternative school. Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on an as-needed basis for projects. This RFQ defines the architectural services sought and generally outlines the District’s requirements. The District intends to select a pool of qualified firms for future consideration to provide architectural services for certain future projects.

POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District will maintain a pool of qualified architectural firm applicants. Firms who do not reply to a future request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District’s sole discretion, as the District determines the need for additional services.

SCOPE OF SERVICES

Any firm selected based on this RFQ process must be capable of providing full architectural services through the design and construction phases of any and all selected projects. The architect will also prepare budgets for selected projects and meet, as needed, with District staff and consultants, school and neighborhood organizations, and upper-level District administrators.

The exact scope of services will be negotiated with the selected firm and finalized in any resulting contract.

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 makes no representation that participation in the 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. The awarding of a contract, if at all, is at the sole discretion of the District.

The submittals and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, submittals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all respondents. Furthermore, the District will have no liability to the respondent or any other party as a result of any public disclosure of any submittal or supporting material.

FULL OPPORTUNITY

No respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. The 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.

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, Board of Trustees, Selection Committee, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the entity submitting a response.

INSTRUCTIONS FOR SUBMITTALS

A. FORMAT REQUIREMENTS

Each organization submitting a response to this RFQ must submit the following: One (1) original bound submittal, three (3) additional bound copies, one (1) unbound copy, and one (1) electronic copy on a flash drive. All items listed above must be in a sealed package marked with the name of the organization submitting the RFQ, the due date of the RFQ, and "Request for Qualifications" clearly stated on the front of the package.

B. CONTENT REQUIREMENTS

All Statement of Qualifications shall address the following items in order listed below:

- 1) Description of Firm** – Including name of firm, address of firm, telephone number, age of firm, size of firm, principals of firm, nature of work performed.
- 2) Approach and Record of Experience of Firm** – Describe the firm’s approach that will be used in meeting the needs of the District as it relates to the programming, planning, design and providing “field” services for the District’s bond program. Include a detailed summary of the firm’s experience in work related to additions to existing schools, modernization, reconstruction, and renovation of existing schools, and consultant on various architectural matters.
- 3) Record of Experience of Key Personnel** – Identify and provide a brief summary of experience of personnel who will be assigned to District projects including but not limited to programming, planning, designing, and contract administration.
- 4) List of Consultants** – Provide a list of consultants the firm plans to use on District projects, along with a brief description of services provided to the firm.
- 5) Knowledge of State School Facility Program** – Describe the knowledge possessed by the firm’s staff of the State School Facility Program, experience with projects funded by the State School Facility Program, and role in and experience involving the application processes.
- 6) Experience with State Agencies** – Describe the firm’s experiences with the various State agencies including the Division of the State Architect, California Department of Education, and Office of Public School Construction.
- 7) References** - Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects within the State of California, and list the following for each project:
 - a. District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - b. Project name and location.
 - c. Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
 - d. Main program elements.
- 8) Fee Schedule** – Describe the firm’s method of charging fees for projects. Provide basis of the fee schedule (time and material, percentage of construction, or both) and the method and schedule by type of construction (consulting architect, new construction, modernization).
- 9) Other** – Describe any other information the firm believes is pertinent in assessing the qualifications of the firm to provide professional architectural services for the District.

EVALUATION AND SELECTION

District staff will evaluate all submissions. 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 Selection Committee will identify the firm(s) that can provide the greatest overall benefit to the District.

A. DISTRICT INVESTIGATIONS

The District may perform investigations of respondents that extend beyond contacting references identified in the submittals. The District may request a firm to submit additional information pertinent to the review process, and the District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

B. INTERVIEWS

The District, at its sole discretion, may elect to interview one or more firm(s). If a firm is requested to come in for an interview, the key proposed Program staff will be expected to attend the interview. The interview will be an opportunity for District staff to further inquire as to the firm's suggested approaches to the projects and the issues identified in this RFQ.

FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ for all or portions of the above-described services, to reject any submittal as non-responsive, and/or not to contract with any respondent for the services described herein. The District makes no representation that participation in the 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 response to this RFQ.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ.

THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!