

REQUEST FOR QUALIFICATIONS #99 ARCHITECTURAL SERVICES FOR SMALL PROJECTS

NOTICE IS HEREBY GIVEN that Tamalpais Union High School District ("District") is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and designing services for selected small projects.

Respondents to this Request for Qualifications ("RFQ") should e-mail one (1) electronic copy of their submittal, labeled "Statement of Qualifications – Architectural Services for Small Projects," as further described herein, to:

Mike Woolard
mwoolard@tamdistrict.org
TAMALPAIS UNION HIGH SCHOOL DISTRICT
333 Doherty Drive
Larkspur, CA 94939

ALL RESPONSES ARE DUE BY 2:00 P.M. ON FRIDAY, February 14, 2025. Any submittal received after that date and time will not be accepted and will be returned electronically to original sender.

FAXED OR MAILED 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 email Mike Woolard at mwoolard@tamdistrict.org before 4:00 p.m. on Friday, January 31, 2025. Answers will be provided by 4:00 p.m. on Friday, February 7, 2025. Responses will be posted on the District's website under Bid #99 on the RFP/RFQ & Bid Information page at <https://www.tamdistrict.org/administration/maintenance-operations/rfprfq-bid-information>.

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 22, 2025	Issue RFQ #99 – Architectural Services for Small Projects.
January 31, 2025 at 4:00 p.m.	Deadline for submission of written questions to District concerning RFQ #99.
February 14, 2025 at 2:00 p.m.	Deadline for all submissions in response to RFQ #99.
Week of February 24, 2025	Release of Architect Firms on Small Projects List.

BACKGROUND

The District is an extremely high performing district in a very active, supportive, and educated community. Currently more than 4,800 students are served in three comprehensive high schools and two alternative programs. In addition, the Adult and Community Education courses attract hundreds of community members each year.

Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on an as-needed basis for small projects under the Measure B Bond Program. This RFQ defines the architectural services sought and generally outlines the District's requirements. The District intends to approve one list of qualified firms for future consideration to provide architectural services for certain future small projects.

POOLS OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District will maintain one list of qualified architectural firm applicants for small projects. The District intends to select architectural firms that would be pre-qualified for selection of small projects under the Measure B Bond Program. In general, small projects under the \$289 Million Measure B Bond Program are typically maintenance (i.e. roof replacement, HVAC upgrades, utility replacement, etc.) or small modernization projects (i.e. site fire alarm upgrades, site IT upgrades, site clock/bell system upgrade, etc.).

Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pools of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pools, 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 District's form of Agreement for Architectural Services ("Agreement") is distributed with this RFQ as **ATTACHMENT A** and incorporated herein by this reference. The exact scope of services, however, 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 contract award, if at all, is at the District's sole discretion.

The submittals and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the District's property 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, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status 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 Education, Selection Committee, or any member of the Citizens' Bond

Oversight Committee. Any such contact shall be grounds for the disqualification of the entity submitting a response.

INSTRUCTIONS FOR SUBMITTALS

A. FORMAT REQUIREMENTS

Respondents must comply with the following format requirements. Material must be in 8-1/2 x 11-inch format with font no less than 11-point font size. Electronic submittals shall include header/footer labels to identify the specific sections of the RFQ (i.e. labeled with boldface headers/footers like "Cover Letter", "Business Information", etc.).

Submittals shall be no more than thirty (30) pages in length. This page limitation excludes front/back covers, and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

Provide one (1) electronic file as follows:

- The electronic file will only be accepted via e-mail. Please do not send/mail any flash drives, CD's or other physical devices with the RFQ document copied on it.
- The electronic file will be in either Microsoft Office Suite or PDF format.

B. CONTENT REQUIREMENTS

1. COVER LETTER

- Provide a letter of introduction signed by an authorized officer of the firm. If the respondent is a joint venture, duplicate the signature block and have an authorized officer 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.
- Respondent must include one (1) of the follow statements:

"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Architectural Services ("Agreement") attached as ATTACHMENT A to the RFQ. [INSERT FIRM 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 FIRM NAME] has no objections to the use of the Agreement."

OR

"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Architectural Services ("Agreement") attached as ATTACHMENT A to the RFQ. [INSERT FIRM 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 FIRM NAME] has objections to the use of the Agreement, as listed in this Submittal."

To the extent Respondent has any objections to the form agreement, Respondent **must** state the objection and provide a reasonable description of any proposed change. Unidentified objections or vaguely described objections will not be entertained by the District during any contract negotiation. Objections may be attached as an Appendix to Respondents response and shall not count toward the page limit.

- 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 shall sign and add the following language: *"By virtue of this submission, [INSERT FIRM 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 the number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support).
- 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 QUALIFICATIONS

- Describe your experience with DSA and working within the DSA processes.
- Describe your firm's experience with the Office of Public School Construction ("OPSC") and working within the OPSC processes.
- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
- Describe the approach to conformance with federal/state/local applicable code requirements, including Title 24 of the California Code of Regulations.
- Describe your firm's experience with the California Environmental Quality Act (CEQA) regulations, submissions and engagement with an active residential community surrounding all TUHSD high schools.
- Describe your firm's experience with waterproofing buildings.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering.
- Describe your experience with sustainable design and LEED and approach to designing energy efficiency conservation systems for schools or similar facilities.
- Describe your experience with pre-checked designs, giving specific project details.
- Describe your firm's approach to modernization projects versus new construction projects.
- Describe your experience with and approach to designing safety upgrades for schools or similar facilities.
- Describe your experience with the commissioning process.
- Describe your experience with alternative delivery methods projects.
- Describe your experience working in the Marin County area.
- Describe your experience designing projects for K-12 public schools, with a focus on high schools.

4. PROPOSED PROGRAM TEAM

The selected firm shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the architectural services.

Understanding that for small projects there may be only a small team needed for the project. Given this, please identify the key personnel you would assign to the District's Program for each phase of work, including their roles. Describe each his or her experience with public school construction projects, including identifying those projects for the past five (5) years. 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. RELEVANT EXPERIENCE AND 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, 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).
 - Square footage.
 - Main program elements.
 - Original budget, bid amount & final amount at close-out.
 - Number of RFIs and Change Orders.
 - Project delivery method utilized.
 - 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.
- Identify any and all K-12 educational projects that have not been closed-out by DSA and provide explanation.

6. LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of:

- Projects for which your firm was terminated prior to project completion, including, without limitation, termination for convenience or termination for default.
- The firm's litigation, arbitration and negotiated/settled claims history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Responses failing to provide the requested information on 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.

7. FEE INFORMATION

Provide fee information including, at a minimum, hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). The final scope of services and not-to-exceed fee will be negotiated in any resulting contract.

8. COMMENTS TO FORM OF AGREEMENT

A form of the Agreement has been distributed with this RFQ as **ATTACHMENT A**. The final form of the Agreement will incorporate the final scope of work and final fee, which shall be negotiated with the successful proposer. **As noted above, any proposed changes to the form of Agreement must be identified in respondent's submittal; undisclosed change requests may not be entertained.**

EVALUATION AND SELECTION

The District's Selection Committee 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's Selection Committee may elect to place some or all of the respondents on the Architectural Services for Small Projects List.

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

- Experience and performance history of the firm with similar services;
- Experience and performance history of the firm in Marin County;
- Experience of proposed personnel;
- References from clients contacted by the District;
- Technical capabilities and track record of use;
- Value of services under proposed fees; and
- Overall responsiveness of the submittal.

DISTRICT INVESTIGATIONS

The District may perform investigations of respondents that extend beyond contacting references identified in the submittals. 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.

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. In such a 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 IMPORTANT WORK FOR OUR DISTRICT
& COMMUNITY!**

ATTACHMENT A
Form of Agreement

To be attached.