

# **OAKDALE JOINT UNIFIED SCHOOL DISTRICT**

## **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING SERVICES**

Qualifications Deadline Date

**May 27, 2025 at 4:00 PM**

**Submit to:**

**Oakdale Joint Unified School District  
168 South 3rd Avenue  
Oakdale, CA 95361  
Attn: Larry Mendonca, Superintendent**

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# Request for Qualifications for Architectural & Engineering Services Oakdale Joint Unified School District

## **INTRODUCTION:**

The Oakdale Joint Unified School District (the "District") is issuing this Request for Qualifications ("RFQ") and soliciting a Statement of Qualifications (SOQ) from qualified Architectural firm(s) (hereinafter referred to as "Architect(s)" and "Consultant(s)") to provide architectural and engineering services for the programming, design and/or engineering of various new construction and modernization projects in the District that will be funded by monies from Bond Measure G and may include new construction, modernization, technology infrastructure, HVAC, roofing, paving and fencing, shade structures, and modular/portable buildings (collectively the "Projects"). The purpose of this RFQ is to obtain information that will enable the District to select Consultant(s) that can assist the District in connection with the architectural design, engineering, construction administration and related work associated with the Projects. Each Consultant responding to this RFQ should be prepared and equipped to provide full service to the District in an expeditious and timely manner so as to enable the District to meet critical time deadlines and schedules. All qualified architectural firms, including local firms, are encouraged to submit a SOQ.

The District, at its discretion, may provide develop a short-list to interview a number of submitting firms. It is the intent of the District to select up to the three (3) Firm(s) pursuant to this RFQ. Once the consultant pool has been established, the District reserves the right to, at its sole discretion, assign project(s) to one or more of the selected firms or issue a Request for Proposals to one or all firms from the Consultant pool to perform services on a specific project. If a firm is selected to provide services, they will be required to execute standard agreement refer to "**Attachment 4**" hereto for a sample agreement which shall be forthcoming in a future addendum. Selection of firms will be based on their ability to meet and exceed the criteria set forth herein this RFQ, however, if a firm is selected to be in the consultant pool, it does not guarantee award of future work.

## **BACKGROUND:**

Oakdale Joint Unified School District is a mid-size district located in the Central valley of California, approximately 15 miles east of Modesto serving approximately 5,200 students with four (4) TK through 6<sup>th</sup> Grade Elementary Schools, one (1) 7<sup>th</sup> through 8<sup>th</sup> grade Junior High School, one (1) comprehensive 9<sup>th</sup> through 12<sup>th</sup> grade High School, one (1) alternate education High School, and one (1) Charter School. Additionally, the District has a District Administrative Office, Transportation Facility, Maintenance and Operations Facility and a District Agriculture Farm Facility. The District is known for academic success through the Academic decathlon program, athletic success with numerous section championships in various sports, agricultural and career technical education and the commitment of the community to the success of the schools.

Selected firms shall be executing projects that shall be submitted to DSA for approval, as well as to CDE and OPSC for State match funding, so time is critical to the delivery of approved plans and projects. Projects may also be of a non-DSA nature, such as in-kind HVAC replacement, roofing, paving, painting or other similar exempt project types.

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The District has retained services for Program Management, Construction Management and Architectural Management/Observation of the Bond Projects. Architects are expected to work with District consultant on projects, as well as work in a variety of delivery methods in an effort to expedite delivery and minimize costs.

**RFQ TIMELINE:**

Request for Qualifications Issued..... May 7, 2025  
Deadline for Submittal of Questions ..... May 16, 2025  
Responses to the Questions Submitted ..... May 21, 2025  
Due Date for Submittal of Qualifications..... May 27, 2025 by 4:00 pm  
Anticipated Board Presentation with Q&A..... June 9, 2025  
Anticipated Board Approval Date..... June 9, 2025  
Notification of Selected Consultant..... June 10, 2025

**QUESTIONS AND CLARIFICATION OF THE RFQ**

Questions and requests for explanation or clarifications of any kind in regard to this RFQ shall be made in written form and submitted via email to Larry Mendonca, Superintendent at [lmendonca@ojusd.org](mailto:lmendonca@ojusd.org) by no later than 4:00 p.m. on May 16, 2025. Firms interested in submitting a SOQ shall not contact members of the Board of Education (the “Board”) any other District staff with the exception of the District contact noted above.

**CONTENTS OF THE SOQ**

Consultants must submit four (4) hard copies, and a digital copy (on a thumb drive) of the SOQ. All SOQs shall be limited to fifty (50) pages and the page limit shall not include front and back covers, divider tabs, resumes, letters of recommendations or any supplemental information provided. All SOQs should address the following items in the order listed below. The SOQ shall demonstrate the qualifications, competence, and capacity of the Consultant:

1. **Cover Letter/Letter of Interest** - Include a cover letter, addressed to Larry Mendonca, Superintendent, stating the eligibility of the Consultant to respond to this RFQ, a brief description of the Consultant and statement of interest. The cover letter shall also identify the legal name of respondent; whether it is a joint venture or sole respondent; list the names and titles of all individuals authorized to execute legal documents; identify the name of the principal contact; include a declaration that the SOQ Submittal is true and correct without any misrepresentations; indicate acknowledgement of all addenda issued; and it must be signed by an authorized individual of respondent.
  
2. **Table of Contents/Tabs** - The Table of Contents shall reflect the order stated herein and shall include section titles and page numbers. Provide tabs for each section as identified in this RFQ by number.

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**3. Architect Firm Information**

a) **Description of Firm** - Include a description of qualifications for providing design services on California public school construction projects. Include the following information: the type of firm (corporation, sole proprietor, LLC, etc); size of Consultant's company; number of licensed architects and other professionals; company leadership; location of the office from which the required services would be performed; type of work performed by the firm; number of years doing educational TK to 12 work in California; and number of years the Firm has been in business. The Consultant shall provide an affirmative statement that it is independent of the District as defined by generally accepted standards.

b) **Firm's Personnel and Staffing Resources** – Provide firm resumes resume(s) or profiles for each key staff who will be proposed to provide the requested services to the District in connection with the Projects, including their qualifications, their role on proposed projects, and recent relevant experience providing similar services. Each resume shall include, but not be limited to, the following information: (a) Education; (b) Years of relevant experience; (c) Professional registrations, certifications and affiliations, (d) Years with current firm, and list of other relevant firms and years of experience, (e) List of project-specific experience with focus on public projects and emphasis on K-12 projects. The Firm shall include an affirmative statement that the Consultant and all assigned key professional staff are currently licensed to perform the services and hold all proper business or other required licenses. Given your current and planned workload, describe whether you have the capacity to handle the District's Projects in an expedient manner to meet scheduled deadlines.

c) **Proposed Subconsultants**- Identify all proposed subconsultants and any other relevant disciplines. List professional license numbers and dates as well as business address, and telephone number for such subconsultants. Disciplines that must be included are civil, structural, mechanical, plumbing, and electrical engineers, and any other relevant disciplines. Include brief resumes and related experience for appropriate members of these firms and how long the Firm has worked with the subconsultant. Explain the subconsultant's technical capabilities in quality control and assurance procedures, including coordination of design disciplines, complying with program requirements and conformance with Federal/State/Local applicable code requirements.

d) **Proposed Organizational Chart and In-House Capabilities.** Provide an organizational chart and identify roles and responsibilities of firm team members and all proposed subconsultants. The organizational chart must include the key personnel who will be assigned to the District's Projects. Describe in-house resources such as computer capabilities, software programs used, cost estimating, construction administration, interior design and other relevant services.

**4. Experience** - Description of past performance and related public TK to 12 project experience.

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a) Provide a **representative list of educational projects completed in the last ten (10) years**, showing modernizations, multi-purpose buildings, portables, and classrooms. Selected photos of some projects is encouraged.

b) In addition to the representative list, provide and describe, a **minimum of three (3) selected TK-12 public school construction projects completed, preferably within the last five (5) years**, which demonstrate the Firm's ability to satisfy the District's expectations for its Measure G Bond Program. Each project information shall include: (1) the name of the project, (2) description of scope and size of the project, including initial budget, consultant cost estimate, and bid construction cost; (3) scope of the services performed, (4) dates services were performed, (5) Provide dollar amount of change orders on each project and compare this information to the total original contract dollar amount and indicate, by percentage, the dollar amount of change orders which were caused by the Owner, Architect, and Contractor, respectively. (6) DSA close-out/certification status of the project, (7) personnel and subconsultants who provided services on the project, (8) District name and address, contact person name, title, telephone number, and email address, and (9) name of contractor and address and phone number.

c) If applicable, specify the architectural and engineering services the Consultant has provided for the Oakdale JUSD previously. State the name and scope of each project, and the beginning and ending dates of services.

d) Discuss the organization's prior experience, if any, on projects that employed non-traditional delivery methods such as CM multi-prime, design-build or lease-leaseback delivery methods and how you approach those projects.

- 5. Approach & Methodology** - Describe how the Consultant will provide services and fulfill the requirements and expectations of the District in connection with this RFQ and the services detailed in the Agreement attached hereto as Attachment 4. Use this section to address the ability of Consultant to undertake and accomplish the required scope of services detailed in Attachment 4 while meeting any deadlines; the Consultant's record of meeting schedules and deadlines of other clients; advantages over other firms in the same industry; strength and stability as a business concern; and supportive client references. Describe the Consultant's ability to provide architectural and engineering services exclusively and in a timely manner for the District and the Consultant's commitment to providing personnel that will be assigned to the District's Projects

Provide information for the following items: 1) discuss your design approach and how you keep projects on budget; 2) discuss your approach to cost estimating; 3) Provide examples of cost estimates vs budgets vs construction costs for at least three (3) selected projects; 4) discuss your approach to construction administration; and 5) proceeding with construction through a "construction change directive" process.

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- a. **Quality Control and Change Order Approach** – 1) Discuss the organization's quality control procedures and coordination with subconsultants. 2) Discuss the firm's overall change order history, philosophy and approach to construction problems and reducing change orders, as well as addressing construction disputes. Additional change order data to that required previously herein may be provided in this section.
- b. **State and Local Agency Coordination** – Describe your firm's familiarity with the procedures and the requirements of all applicable state and local agencies and their approval process including, but not limited to, the following: Division of the State Architect (DSA), Office of Public School Construction (OPSC), California Department of Education (CDE), Department of Toxic Substances Control (DTSC), Department of Industrial Relations (DIR) and local fire authority..
- c. **Additional Information** – Provide a minimum of three school district references with contact name and number, and one contractor reference with contact name and number. Letter of recommendation may also be provided in an appendix with resumes and forms.
- d. **Billing Rates and Reimbursable Expenses "Attachment 1"** - Provide billing rates for all personnel and/or categories of employees as well as any overhead or other special charges. If applicable, Consultant's SOQ should include estimates for certain standardized components of the architectural and/or engineering services process. Provide Consultant's typical fee schedule as applicable as well as any sub-consultant fees or services that may be needed. Attachment Form may be inserted here or same information provided here in response format.

Provide the proposed billing rate for each proposed discipline and employee. Consultant's proposed fee should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit and all other expenses the Consultant will incur in providing architectural and/or engineering services. Provide any planned escalation rate for future years if already determined. All other services not included herein shall be negotiable as required.

All proposed reimbursable expenses shall be directly related to the services required for the Projects and must be supported by proper documentation and prior District authorization. Reimbursement shall not exceed cost plus ten percent (10%).

**Note:** The District does not reimburse travel expenses to and from District offices and/or Projects sites.

**Note:** Additional service fees shall be negotiated with the selected firm on a lump sum basis.

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6. **Insurance Requirements/Litigation** – Consultants must have the ability to secure insurance coverage and provide Proof of Certificate of Insurance, as described below:
- a. Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
    - Owned, non-owned and hired vehicles;
    - Blanket contractual;
    - Broad form property damage;
    - Products/completed operations; and
    - Personal injury;
  - b. Professional liability insurance, including contractual liability, with limits of \$2,000,000 per claim; \$2,000,000 aggregate. Note the amount of policy deductible.
  - c. Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.
  - d. **Terminations/Claims/Litigation** - Provide specific information on the following: (1) any and all terminations for default and terminations for convenience within the last ten (10) years; (2) any and all claims filed by or against the Consultant within the last ten (10) years in connection with any K-12 public school district project and include a description of any mediation or arbitration, the issues in the matter and the results; and (3) any and all litigation within the last ten (10) years related to your firm, company, joint venture partners, or sub-consultants concerning a K-12 public school construction project and include a description of the issues in the case and the results of any settlements or judgments entered. Also, provide information relative to any convictions for filing false claims within the past ten (10) years. Identify if the Consultant or any employee of the Consultant is a party to an existing dispute with an owner, owner's consultants or contractors, related to any project for which the Consultant provided architectural and engineering services. If so, please describe the nature of the dispute and its anticipated outcome.



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e. Identify if the Consultant has ever filed a petition for bankruptcy. If so, please provide the date the petition was filed and identify the jurisdiction in which it was filed.

**7. Miscellaneous Forms- Provide the completed forms in this section**

**Equal Employment Opportunity (EEO) Certification "Attachment 3"** – Each responding firm must certify that compliance with the federal EEO requirements is met.

**Worker's Compensation Insurance Certification "Attachment 4"** – Complete and sign the Worker's Compensation Insurance Certification form.

**Required Forms** - At a minimum, the following documents will be required of the selected Consultant(s):

- Proof of DOJ Fingerprinting clearance
- W-9 Form (IRS Form 1099)

**8. APPENDIX**

Provide the following information, in addition to page limit:

- a. Firm member resumes.
- b. Subconsultant resumes.
- c. Letters of Recommendations.
- d. Attachments 1, 2 and 3.

**PREPARATION AND SUBMITTAL OF THE SOQ**

**SOQ Submittal and Deadline**

Four (4) hard copies and a digital copy (on a thumb drive) of the SOQ must be submitted under sealed cover by no later **than 4:00 p.m. on May 27, 2025**. Label the outside of the sealed SOQ envelope or box with your company name, SOQ title and RFQ deadline.

SOQs shall be delivered to the attention of:

Oakdale Joint Unified School District  
168 South 3rd Avenue  
Oakdale, CA 95361  
Attn: Larry Mendonca, Superintendent

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It is the sole responsibility of the Consultant submitting a response to this RFQ to ensure that its RFQ and any amendments are actually received by the District prior to the deadline time and due date. Unless this RFQ is extended by a written amendment or addendum, SOQs received after the time on the due date will not be considered. Faxed or emailed SOQs will not be accepted.

### **SOQ Completeness**

SOQs shall be completed in all respects as required by the instructions herein. A SOQ may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. A SOQ will be rejected if, in the opinion of the District, the information contained therein was intended to mislead the District in the evaluation of the SOQ.

### **District Not Responsible For Preparation Costs**

All costs incurred in the preparation, submission and/or presentation of Consultant's SOQ including, but not limited to, travel expenses to attend any pre-conferences, oral presentations/interviews, long distance charges, and negotiation sessions, shall be the sole responsibility of the responding firm and shall not be reimbursed by the District. All costs associated with the preparation or submission of a SOQ, or any related interviews, in response to this RFQ shall be the sole responsibility of the responding firms.

The District shall not be responsible for or be required to pay any costs incurred by any Consultant in connection with any SOQ or contract preparation as a result of termination of this RFQ or termination of any contract resulting from this RFQ.

### **Right to Use Ideas**

All SOQs and other materials submitted become the property of the District. The District reserves the right to use any ideas presented in any response to the RFQ. Selection or rejection of an SOQ shall not affect this right.

### **Modification or Withdrawal Of RFQ**

Consultant may modify or withdraw a SOQ after submission by written request of withdrawal and re-submission, provided that the SOQ withdrawal is prior to the due date deadline specified.

### **Amendments/Addenda**

Consultants are advised that the District reserves the right to amend this RFQ at any time. Amendments will be done formally by providing written amendments to all potential Consultants known to have received a copy of the RFQ and/or by publishing the amendment on the District's website, [OJUSD.ORG](http://OJUSD.ORG).

### **Equal Opportunity**

The Consultant shall certify that it is an Equal Opportunity Employer and has made a good faith effort to improve minority employment and agrees to meet federal and state guidelines. Legal residents of the United States of America shall be used in providing all services under this RFQ.

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Consultant shall not discriminate nor permit discrimination against any person because of race, color, religion, age, national origin, ancestry, creed, handicap, or sexual orientation, in the performance of the work including but not limited to, preparation, manufacturing, fabrication, installation, erection and delivery of all supplies and equipment. In the event of receipt of such evidence of such discrimination by the firm or its agents, employees or representatives, District shall have the right to rescind and terminate any Agreement awarded in connection with this RFQ.

The successful Consultant agrees to include the paragraph above with appropriate adjustments in all subcontracts, which are entered into for work to be performed pursuant to the Contract.

Complete the Equal Opportunity Certification form, attached herein as Attachment No. 3, and return with the SOQ.

### **Waiver or Breach Thereof**

No term or provision of this RFQ shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by an individual authorized to so waive or consent. Any consent by either party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for, any other breach or subsequent breach, except as may be expressly provided in the waiver or consent.

### **Covenant against Gratuities**

The Consultant warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the firm or any agent or representative of the firm, to any officer or employee or consultant of the District with a view toward securing the resultant contract or securing favorable treatment with respect to any determinations concerning the award of the Agreement. For breach or violation of this provision, the District shall have the right to terminate any negotiation or the resultant contract, either in whole or in part, and any loss or damage sustained by the District in procuring on the open market any items which the firm agreed to supply shall be borne and paid for by the firm. The rights and remedies of the District provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law.

### **Conflict of Interest**

The Consultant is in agreement that it presently has no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The firm further agrees that no person having any such known interest or conveyed an interest shall be employed, directly or indirectly, in the delivery of services under this RFQ.

### **Independent Contractor**

The Consultant represents itself as an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the District. Therefore, the Consultant shall assume all legal and financial

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responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses.

### **Compliance with Laws**

In connection with the furnishing of services or performance of work under this RFQ, the firm agrees to comply with the Fair Labor Standards Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.

## **SOQ EVALUATION, AWARD AND AGREEMENT**

### **SOQ Evaluation:**

A District SOQ Evaluation Committee will review all SOQs and determine which, if any, SOQ is in the District's overall best interest to accept. During the evaluation process, the District may request additional information, clarifications, explanations and answers from any proposing Consultant. The District may request any or all proposing Consultants to participate in a presentation and/or interview in regards to their SOQ. Invited firms may be required to set up and conduct a tour of its most representative work for the Evaluation Committee to review. The invited Consultants must be able to be available for the presentation and/or interview within two (2) days of the request, unless another date has been agreed upon.

### **Evaluation Criteria:**

The evaluation of SOQs will include, but not be limited to, the following criteria:

1. **SOQ Packet** - Completeness and clarity of SOQ content.
2. **Firm Qualifications, Experience & References** - Company size, years in business, licenses and certifications, etc. Experience and expertise of the firm in completing school construction projects of comparable size and scope, especially for similarly sized public K-12 school district.
3. **Firm's Personnel and Staffing Resources** - Professional qualifications and specialized experience of the proposed staff including the quality of the Consultants professional personnel to be assigned to District Projects; the quality of the Consultants management support personnel to be available for technical consultation and/or assistance; and the Firm's plan for recruiting and utilizing local businesses.
4. **Capacity & Methodology** - Current capacity and likelihood of the firm to successfully meet the needs of the District and fulfill the requirements of each Agreement issued within the timelines given.
5. **Experience and References** – Experience and expertise of the firm in providing similar services to other public entities of comparable size and scope, especially California public K-12 school districts.

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6. **Financial Stability. Local Businesses Participation and Customer Service** – The solvency of the responding Consultant(s), involvement and integration of the local businesses in the overall services, willingness and availability of the firm to assist the District in the assessment, evaluation, administration, procedures, presentations and reporting regarding any assignment related to the District Projects.
7. **Terminations/Claims/Litigation** – The Consultant’s history with respect to terminations, claims, litigation, false claims and criminal charges.
8. **Fee Schedule** – Rate schedules as outlined in Attachment 2.

**GENERAL TERMS AND CONDITIONS**

**District Obligation**

Receipt of SOQs in response to this RFQ does not obligate the District in any way. The District reserves the right to accept or reject any or all SOQs, to waive any irregularities or informalities in any SOQ or in the RFQ process.

**Award of Contract**

This RFQ implies no obligation to award any contracts to any Consultant. If it is in the best interest of the District, the District retains the sole and absolute right to select the Consultant or Consultant(s) that best meet the District’s requirements. The award is subject to acceptance by the Governing Board of the District. The Consultant that is awarded a contract pursuant to this RFQ shall be required to enter into a standard Architectural Services Agreement prepared by the District that is substantially and materially similar to the Architectural Services Agreement attached hereto as Attachment 4.

**Approval to Start Work**

The successful Consultant may perform work once an Architectural Services Agreement has been fully executed and approved by both parties and all appropriate documentation has been received and approved by the District, and a purchase order has been issued. The District shall not be responsible for work done, even in good faith, prior to approval of the Architectural Services Agreement and purchase order issuance by the District.

**Ownership of Documents**

All SOQs and materials submitted in response to this RFQ shall become the property of the District and shall be considered a part of Public Records, unless exempted by law. SOQs may be returned only at the District’s option and only at the respondent’s expense. All information submitted in response to this RFQ, excluding financial and proprietary information clearly identified by respondents as confidential, shall become public documents subject to the Public Records Act. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of an SOQ or documents submitted with a SOQ deemed exempt from disclosure by a Consultant, the Consultant submitting the materials sought by such action or proceeding agrees to defend, indemnify and hold harmless the District

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and its Board of Education, employees, officers and agents, in any action or proceeding from and against any liability, including without limitation attorneys' fees and costs arising therefrom. The Consultant submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested records/documents/materials until otherwise ordered by a court of competent jurisdiction to disclose or to keep such records/documents/materials confidential. Failure of any proposer to indemnify and defend the District upon request shall be deemed the Consultant's consent to the disclosure of the requested records/documents/materials and the District shall thereafter immediately release and disclose the requested records/documents/materials to the requesting party. In addition, all designs, drawings, specifications, notes and other work developed in the performance of any services resulting from this RFQ shall be the sole property of District and may be used by the District for any purposes without additional compensation to any Consultant. All responding Consultants agree not to assert any rights or to establish any claim under the design patent or copyright laws.

### **Joint Ventures**

Where two or more firms desire to submit a single response to this RFQ, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The District intends to contract with a single firm and not with multiple firms doing business as a joint venture.

### **Firm's Power and Authority**

The Consultant warrants that it has full power and authority to grant the rights herein granted and will hold the District hereunder harmless from and against any loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty. Further, firm declares that it will not enter into any arrangement with any third party, which might abridge any rights of the District under this contract.

### **Disputes**

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute among them via agreement and thereafter by mediation under the American Arbitration Association's Commercial Mediation Rules before resorting to litigation. All parties shall share the costs of any mediation proceedings equally.

### **Fingerprinting**

Per the provisions of the Education Code Section 45125.1, the District has a zero tolerance for all Consultants having any contact with students without having first obtained clearance from the State Department of Justice. All assigned Consultant personnel shall comply with the fingerprinting clearance law prior to providing services at any District sites.

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**ATTACHMENT 1 – FEE SCHEDULE AND REIMBURSABLE EXPENSES**

Fee proposal shall include the percentage of construction cost that shall be billed for projects when the method of compensation is determined to be by percentage of construction cost.

<b>Size</b>	<b>Construction Cost</b>	<b>Percentage of Architect's Fee</b>
<b>Small Projectss</b>	Under \$100,000	
	\$100,000 - \$500,000	
	\$500,000 - \$1,000,000	
	\$1,000,000 - \$3,000,000	
<b>Medium Projectss</b>	\$3,000,000 - \$5,000,000	
	\$5,000,000 - \$7,500,000	
	\$7,500,000 - \$10,000,000	
<b>Large Projectss</b>	Greater than \$10,000,000	

**REIMBURSABLE EXPENSES**

Consultant(s) shall list the reimbursable expenses, if any, on a unit cost basis.

<b>Reimbursable Expense</b>	<b>Unit Cost</b>

The only reimbursements that will be paid to Consultants shall be for actual cost of incidental materials and services authorized by the District. Reproduction of bidding documents shall be coordinated with the District printing vendor. Travel expenses and mileage are non-reimbursable.





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**ATTACHMENT 2 – EQUAL OPPORTUNITY CERTIFICATION**

To: Oakdale Joint Unified School District, 168 South 3rd Avenue, Oakdale, CA 95361

Consultant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_

Number of Employees \_\_\_\_\_

This Consultant is:

Independently Owned and Operated

An Affiliate of \_\_\_\_\_ Parent Company \_\_\_\_\_

A Subsidiary of \_\_\_\_\_ Address \_\_\_\_\_

A Division of \_\_\_\_\_

\*\*\*\*\*

This is to certify that we are an Equal Opportunity Employer and have made a good faith effort to improve minority employment.

\*\*\*\*\*

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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**ATTACHMENT 3 – CONSULTANT'S CERTIFICATE REGARDING  
WORKERS' COMPENSATION**

Labor Code Section 3700:

"Every employer except the state and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- b. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workmen's Compensation or to undertake self-insurance in accordance with the provision of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Principal

\_\_\_\_\_  
Title

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performance of any work under this contract.)

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**ATTACHMENT 4 – SAMPLE AGREEMENT**

(Will be forthcoming in an addendum)