

Dinuba Unified School District
1327 E. El Monte Way
Dinuba, California 93618

Request for Statements of Qualifications and Proposals (“RFQP”)
For Architect Services For Design of Individual Projects

RFQP Issued:	June 16, 2025
Responses Due:	June 30, 2025
Interviews:	July 2, 2025
Selection by Governing Board:	July 24, 2025

Request for Qualifications and Proposals (“RFQP”)
For Architect Services For Design of Individual Projects

The Governing Board (the “Board”) of the Dinuba Unified School District (the “District”) is seeking statements of qualifications and proposals from qualified providers of architectural services for the design and contract administration of individual projects within the District pursuant to the master plan, with the architect(s) initially entering a “standby” agreement with the District and then each project would be assigned to an architect as it arises via a Board-approved amendment to the agreement. Before the Board approves an amendment for a project, the architect shall submit DVBE and roofing forms (if required) and fingerprinting forms for that project (see Attachments C and D).

1. Critical Dates

Submittal Due Date:

An original + six (6) copies of the submittal shall be delivered **no later than June 30, 2025, at 3:00 p.m. (PDT)** to:

Dinuba Unified School District
1327 E. El Monte Way
Dinuba, CA 93618
Attention: Rachel Nuñez, Chief Business Official

Submittals not received by the deadline will be returned unopened.

Interview Date:

July 2, 2025

Selection Date:

As currently scheduled, the Governing Board of the District will award the contract(s) for one or more architects for the Project at its regular Board meeting on July 24, 2025. The meeting will be held at 6:00 PM in the District Office’s Board Room, 1327 E. El Monte Way, Dinuba, CA. However, the District may choose to select the architect(s) at another meeting.

2. Project Description

The District requires one or more architects to provide design and contract administration services for projects, with each project to be assigned to an architect as it arises (the “Project”).

3. Scope of Work

Subsequent design and contract administration services for individual construction projects under the master plan would be added to the scope of the Agreement by amendment, as described in the Agreement.

The architect will be expected to perform the scope of services described in the architect agreement accompanying this RFQP (*Attachment A*), which will be the form of agreement that the architect must execute. Any statement of qualifications and proposal submitted in response to this RFQP (including the proposed contract price) must be based on the scope of services, obligations, and other terms of this RFQP and the attached architect agreement.

If a proposing firm would like to suggest any edits to the agreement form, they must be submitted ***at least two (2) weeks ahead of the proposal deadline*** to allow the District time to consider the suggestion and, if a revision is made, issue an addendum to all proposing firms. No proposed edits will be considered after this deadline or after submittal of proposals.

4. Statement Format and Content

If an architect has any questions other than questions about the form of agreement (see above), it must submit them at least seven (7) calendar days before the proposals are due to allow the District to review and decide whether to issue an addendum to the RFQP.

The statement of qualifications should be clear, concise, complete, well organized, and demonstrate respondent's ability to follow instructions.

An original + six (6) copies of the statement must be provided, with no more than 30 single-sided pages in total length.

All respondents are requested to follow the order and format specified below. Please tab each section of the submittal to correspond to the numbers/headers shown below.

The cover shall include the RFQP's title and submittal due date, the name, address, fax number, and the telephone number of responding firm (or firms if there is a joint venture or association). The cover should also identify the proposed lead architect for the Project.

The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the statement in the order listed:

A. Cover Letter

A cover letter signed by an authorized officer of the firm submitting the statement, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for this Project.

B. Mandatory Qualifications

Respondents must hold an architect's license which is current, valid and in good standing with the California Architects Board. Respondents must have the necessary qualifications to provide the requested services in accordance with California law. Provide the following information for each license:

1. Name of license holder exactly as on file.
2. License number, issuance date, and expiration date.
3. Whether license has been suspended or revoked in the past 5 years. If so, explain.

C. Organization, Credentials, and General Background

Please provide a brief history of your organization, including:

1. Number of years the organization has been in business.
2. Location of office that will perform the work required by this Request for Statements of Qualifications.
3. List of basic services provided by your organization.
4. List the name and address of your current legal counsel, and generally describe the services provided by him/her. Also list any other legal counsel that has represented you during the last three years.

D. School Facilities Planning and Design Experience

Describe the experiences/background of your organization in providing master planning, design, and contract administration services for public school facilities, as required by this Request for Statements of Qualifications. Provide a list of similar public works projects performed over the last 5 years, and every public works project over the last 3 years, including start and finish dates, project cost, contractor, owner, and owner contact information.

E. Past Performance Record

If any of the following has occurred, please describe in detail the circumstances for each occurrence:

1. Failure to enter into a contract once selected/awarded.
2. Withdrawal of a proposal as a result of an error.
3. Termination or failure to complete a contract.
4. Debarment by any municipal, county, state, federal or local agency.
5. Involvement in litigation, arbitration or mediation.
6. Conviction of the firm or its principals for violating any federal or state law related to architecture practice or contract performance.
7. Knowing concealment of any deficiency in the performance of a prior contract.

8. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
9. Willful disregard for applicable rules, laws or regulations.

F. Project Team

1. Identify key team members for this Project and provide their qualifications.
2. Describe how the Project would be staffed.
3. Identify all of your proposed consultants for the Project and provide their qualifications.
4. Provide an organization chart for the Project.
5. List the estimated percentage of your firm's basic services on the Projects that will be performed by DVBE (if DVBE is required by Education Code §17076.11); and if that percentage is less than 3%, submit a verified description of your good faith efforts to include DVBE in your team. Use the District's forms (see Attachment C).
6. Include an executed Fingerprinting Notice and Acknowledgement form (see Attachment D).

G. Client Satisfaction/References

Provide a list of at least five educational client references for which your organization has performed design services similar to those required by this RFQP. References must include:

1. Name, address, telephone number, and a contact person of the project owner.
2. Name, address, telephone number and a contact person for the contractor(s) working on the project(s).
3. Describe the project(s) on which your organization provided services, including costs.

H. Insurance

Attach a letter from your insurance company indicating your firm's ability to provide insurance. The following is a tentative schedule:

1. A.M. Best financial rating of A: 90
2. Commercial General Liability Insurance: Commercial general Liability Insurance shall be at least as broad as Insurance Services office General Liability Coverage (Occurrence Form CG 0001), with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage/ Two Million Dollars (\$2,000,000) aggregate.
3. Automobile Liability Insurance: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto), with coverage limits of at least One Million Dollars (\$1,000,000) for bodily injury and property damage each accident limit.
4. Workers' Compensation and Employer's Liability Insurance: The selected Architect shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on the Project, in accordance with the "Workers Compensation and Insurance Act," Division IV of the California Labor

- Code. The selected Architect shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease.
5. Errors and Omissions Insurance: errors and omissions insurance on any claims made basis with a limit of at least One Million Dollars (\$1,000,000) with a deductible in an amount not to exceed the sum of Ten Thousand Dollars (\$10,000).
 6. All insurance will be in a form and with insurance companies acceptable to the District.
 7. Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State.

I. Current and Contracted Projects

Attach a list of your firm's projects currently underway and those contracted for but not yet underway. List actual or expected start and completion dates of the projects, and explain how your firm will be able to effectively manage and perform the District's Project while also managing and performing the listed projects.

J. Proposed Rates

Attach a schedule of hourly rates that would be used for any assignment of a particular project for design and contract administration services.

5. Selection Process

- A. The purpose of this RFQP is to enable the District to select the firm with whom the District intends to enter a contract for design and contract administration services for individual projects, pursuant to the attached architect agreement.
- B. The District will use the selection and negotiation process outlined below. A review and selection committee composed of key District officials and consultants will review and evaluate all submittals and may conduct interviews.
- C. Statements and proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.
- D. The following items will be considered by the District in the evaluation and selection process:
 - Conformance of the submission to the specified format.
 - Organization, presentation, and content of the submission.
 - Qualifications and experience, especially on public school construction.
 - Ability to work with diverse decision makers.
 - Creative problem-solving capabilities.
 - Experience with a variety of construction delivery methods.
 - Strength of client recommendations.
 - Performance on past projects.

- Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District's financial constraints and time frames.
- Reasonableness of proposed hourly compensation for all architectural services.

6. Interviews, Selection, and Contract Negotiations

The District may, but is not obligated to, conduct interviews with the architects that respond to this RFQP. If conducted, the interviews will be held on a date and time to be determined at the District Office, 1327 E. El Monte Way, Dinuba, CA. At the time of the interview, the architect's design team will be required to attend.

The District will enter negotiations with one or more of the proposing entities regarding the amount of compensation. Other than the amount of compensation, the terms of the architect agreement (*Attachment A*), including the compensation structure, are not negotiable, suggested edits to the agreement will not be considered after the deadline in Section 3 above, and Architect's submittal of a proposal shall be deemed acceptance of the agreement's terms. The District's staff will not present an architect or the agreement to the Board for approval and award until the agreement's terms, including the amount of compensation, are finalized and the Architect signs the agreement. The District is under no obligation to enter an agreement with any of the proposing entities, or to amend the agreement after award to add design or contract administration services for any individual construction projects. The District reserves the right to award the contract to the entity the District deems most suitable to undertake the Project based on many factors, including demonstrated competence, qualifications for the types of services to be performed, and a fair and reasonable price. The District further reserves the right to reject any or all statements, or waive any irregularities in any of the statements submitted pursuant to this RFQP.

7. General Information

Amendments: The District reserves the right to cancel or revise this RFQP in part or in its entirety. If the District cancels or revises the RFQP, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due, or postpone the interview date.

Inquiries: Any questions concerning this RFQP or selection process may be directed to Rachel Nuñez, Chief Business Official, Dinuba Unified School District; Telephone: 559-595-7202; Fax: 559-591-3334. Replies involving any substantive issues will be issued by addenda and mailed to all parties recorded by the District as having received the RFQP documents.

8. Special Conditions

Non-Discrimination: The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

Costs: Costs of preparing a statement in response to this RFQP are solely the responsibility of the Respondent.

Limitations: This RFQP does not commit the District to award a contract, to defray any costs incurred in the preparation of a statement pursuant to the RFQP, or to procure or contract for work. The District

reserves the right to waive any irregularities in the statements received pursuant to this RFQP, or in the process outlined herein for selection of an architect for the Project.

Sanctions in Response to Russian Aggression: See the requirements for such sanctions in the Agreement attached to this RFQP.

ATTACHMENT A
FORM OF AGREEMENT

ATTACHMENT B

[NOT USED]

ATTACHMENT C

DVBE CERTIFICATION, DVBE WORKSHEET, AND ROOF PROJECT CERTIFICATION

ATTACHMENT D

FINGERPRINTING NOTICE AND ACKNOWLEDGEMENT FORM

