



SIERRA UNIFIED SCHOOL DISTRICT

29143 Auberry Road Prather, CA 93651

REQUEST FOR QUALIFICATIONS AND PROPOSALS **FOR ARCHITECTURAL SERVICES**

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**REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR ARCHITECTURAL SERVICES**

Sierra Unified School District (“**Owner**”)
29143 Auberry Road, Prather, CA 93651
“**Contact Person**”: Craig Barnes, Director of Facilities & Transportation
33220 Lodge Road, Tollhouse, CA 93667
Phone: (559) 855-8314 Email: cbarnes@sierrausd.org

This Request for Qualifications and Proposals for Architectural Services (“**RFP**”) describes the Proposed Project, the required scope of work, the selection process, and the required information that each respondent shall include in its proposal. Owner’s issuance of this RFP is not an offer and no contract will result from any respondent’s submittal of a proposal unless and until the selected respondent and Owner has entered into and executed the Architectural Services Agreement (“**Agreement**”).

1. SCOPE OF WORK AND PROJECTED TIMELINE.

Owner issues this RFP to request Statements of Qualifications (“**SOQ**”) and proposals from architects that are licensed and qualified to provide to Owner services that shall include preparing plans, drawings, and specifications (collectively “**Design Documents**”); obtaining approval of the Design Documents from the California Division of the State Architect and/or other approval agencies, as applicable; assisting Owner with cost estimates for construction of the Proposed Project; assisting Owner with scheduling based on Owner’s objectives for the Proposed Project; assisting Owner with the competitive bidding/selection process and related construction contracts and documents, and contracting with each selected contractor; and providing support services during construction of the Proposed Project, including but not limited to, general observation of the construction of the Proposed Project, administration of the construction contract, coordination and communication with testing laboratory(ies) and inspector(s) that Owner may retain, and project closeout. The particular services (collectively “**Services**”) that the selected respondent shall provide shall be as set forth in the Agreement to be entered into and executed by the selected respondent and Owner.

The selected respondent, upon entering into and execution of the Agreement with Owner, shall provide Services on each public works project listed below as well as such other public works project(s) that Owner may undertake from time to time (separately and collectively referred to as “**Proposed Project**”). Each Proposed Project will be paid for with CDBG funds from local financial contribution and such general revenues as Owner’s governing board may approve and will be subject to Federal regulations for the CDBG program.

As of the date of issuance of this RFP, Owner intends to undertake each Proposed Project stated below:

Project Description	Project Site	Anticipated Construction Start Date	Preliminary Budget
1. Install new roofing 2. Install new 11.04 KW solar system 3. Install new ADA compliant door	Sierra Oaks Senior & Community Center 33276 Lodge Road, Tollhouse, CA 93667	01-01-2022	To be determined by respondent

Owner anticipates the following timeline for the design and construction of the Proposed Project:

Submittal Deadline and Submittal Location	Timeline
1. Submittal Location: 33220 Lodge Road, Tollhouse, CA 93667	No later than 3:00 pm 06/7/2021
Description of Event and Related Requirements	Timeline
2. Questions due from potential vendors	No later than 05/11/2021
3. Customers response to questions and/or addenda issuance	No later than 05/21/2021
4. Submission deadline	No Later than 3:00 PM 06/02/2021
5. SUSD Board approval	Anticipated 06/14/2021
6. Notification on selected Consultant	06/15/2021
7. <i>Architectural and Engineering of Proposed Project – Project Period.</i> Owner anticipates that the Proposed Project will commence on the Project Start Date and be completed no later than the Project Completion Date, both of which are stated to the right. This is to include DSA approval and return of approved plans to District.	Project Start Date: 06/15/2021 Project Completion Date: 09/19/2021

Owner, in its sole discretion, may decide whether to proceed with any Proposed Project. This RFP does not obligate Owner to undertake any Proposed Project or to contract with the selected responded to provide architectural or other services on any Proposed Project.

2. REQUIREMENTS APPLICABLE TO PROPOSALS.

2.1 COMPLIANCE WITH RFP REQUIREMENTS. All proposals to this RFP shall comply with the requirements of this RFP. Any proposal that does not comply with the requirements of this RFP will not be considered. Owner reserves the rights to waive any irregularity and/or reject any or all proposals.

2.1.1 EXAMINATION OF RFP PACKET. Before submitting a proposal to this RFP, each respondent shall carefully review and examine this RFP Packet and the requirements applicable to this RFP.

2.1.2 ADDENDA OR DOCUMENTS. Any addenda or other documents issued by Owner during the time of this RFP shall be made a part of this RFP Packet.

2.2 SUBMITTAL AND SUBMITTAL DEADLINE. Each respondent may submit only one proposal in response to this RFP. Each proposal shall be hand delivered or mailed to Owner in accordance with the Submittal Deadline to the Submittal Location, both of which are stated on the Request for Qualification and Proposals for Architectural Services. Each proposal shall be in an envelope marked on the outside with the respondent's name and address and the title of this RFP, and be submitted to Owner, addressed to 33220 Lodge Road, Tollhouse, CA 93667 Att: Craig Barnes, at the Submittal Location. The Submittal Deadline shall be determined by Owner based on the clock designated by Owner. Irrespective of how a respondent chooses to deliver its proposal to Owner, the respondent is responsible for ensuring that Owner actually receives the respondent's proposal in accordance with the Submittal Deadline. Any response that, for any reason, Owner does not

actually receive in accordance with the Submittal Deadline shall not be opened or considered, and will be returned to the respondent unopened. Owner will not receive any proposal by facsimile, email, or other electronic means.

- 2.3 CANCELLATION OR MODIFICATION. Any modifications of the provisions of this RFP Packet (including any time deadline) or cancellation of this RFP or the Agreement by Owner shall be done in accordance with the provisions stated in the Notice.
- 2.4 WITHDRAWAL OF PROPOSAL. A respondent may withdraw its proposal by notifying Owner, in writing, of such withdrawal before the Submittal Deadline. After the Submittal Deadline and except as stated in this RFP Packet, a selected respondent shall not be relieved of its proposal unless by Owner's written consent or as required by applicable laws.
- 2.5 NON-DISCRIMINATION. Owner does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, gender, or other legally protected status in consideration of the proposals and the award of the Agreement.
- 2.6 COSTS. Each respondent is solely responsible for the costs of preparing and submitting its proposal and other documents in response to this RFP and for participating in any interview. This RFP does not commit Owner to defray or reimburse any such costs incurred by any respondent.
- 2.7 NO COMMITMENT TO AWARD CONTRACT. This RFP does not commit Owner to award the Agreement or any other contract or to procure or contract for any services from any respondent.
- 2.8 PUBLIC RECORD. All proposals submitted in response to this RFP become the property of Owner and are public records and, as such, are subject to inspection and production to the public.

3. FORMAT AND CONTENT OF PROPOSAL.

- 3.1 PROPOSAL FORM. Respondent shall complete, sign, and submit the Proposal Form that is attached to this RFP.
- 3.2 STATEMENT OF QUALIFICATIONS. Each respondent shall submit a Statement of Qualifications ("**SOQ**") that complies with the requirements set forth below. There shall be no changes to the format and no deletions or omission of any information or documents that are required to be set forth in the SOQ. Owner reserves the right not to consider any proposal that contains a SOQ that fails to comply with the requirements stated below.
 - 3.2.1 Be concise, well organized, and demonstrate respondent's qualifications to perform the Services required for the Proposed Project.
 - 3.2.2 Not exceed 30 pages on 8 1/2" x 11" paper, inclusive of cover, table of contents, resumes, forms, pictures, exhibits, and any other documents that may be included.
 - 3.2.3 Contain content that is clear, concise, and complete.
 - 3.2.4 Be based on the scope of work stated in this RFP.
 - 3.2.5 Contain five copies along with a USB flash drive containing an electronic copy in portable document format (pdf) delivered to Owner in accordance with the Submittal Deadline at the Submittal Location stated in the Notice.

3.2.6 Follow the format and contain the content specified below.

COVER PAGE. Cover page, stating, at a minimum, the title of this RFP and the respondent's full legal name and business address.

TABLE OF CONTENTS. Table of content listing each tab and its corresponding title as stated in below.

CONTENT. The content stated below with tabs listing each section according to the numbering system stated below to aid in expedient information retrieval

- A. Cover Letter. The cover letter should be brief, two pages maximum. It shall provide historical and corporate background regarding the respondent, describe services that respondent provides, and state why and how respondent is especially experienced and knowledgeable to provide the Services to Owner for the Proposed Project. If respondent proposes to co-respond with another respondent, the cover letter shall specify the type of services to be provided by each respondent and the proposed percentage allocated to each phase or function of the Services.
- B. Organizational Chart. Respondent shall provide an organizational chart containing the names of all key personnel, joint venture partners, and sub-consultants with titles and their specific task assignment for the Proposed Project. Owner's evaluation will consider the entire team. Therefore, no changes in the team's composition will be allowed without Owner's prior written approval. Respondent shall include preferred sub-consultants in the following areas: structural engineering, mechanical engineering, electrical engineering, civil engineering, landscape design, and low voltage consultant. Respondent shall indicate whether it is willing to use consulting engineers preferred by Owner, if Owner has a preference.
- C. Qualifications and Experience. In this section, respondent shall:
 1. Describe the professional experience in the last 10 years of respondent and the principal architect designated for the Proposed Project, including experience in the following: (a) providing architectural services on public works projects for California public school and (b) working with the Office of Public School Construction ("**OPSC**"), DSA, and California Department of Education ("**CDE**") on public works projects.
 2. Describe respondent's professional experience working with small California school districts on public works projects in the last 10 years and indicate whether the principal architect designated for the Proposed Project has any such experience.
 3. List the public works projects that were performed by respondent within the last 10 years that involved services similar to the Services required by this RFP and the principal architect designated for the Proposed Project serving as the principal architect, include for each public works project the following information: (a) name, location, and description of the project; (b) dates of contract award and completion of project; (c) name of owner, and name and telephone number of owner's representative(s); (d) respondent's team members, sub-consultants/engineers, and consultants, describing the exact tasks that each performed; and (e) total project cost.
 4. List the total value of public works projects that respondent has completed for California public school districts in the last five years.

5. State how and why respondent has the demonstrated competence and the professional qualifications necessary for the satisfactory performance of the Services required by this RFP.
- D. Methods and Strategic Plan. In this section, respondent shall describe in detail the following:
1. *Methods, Plan, and Approach*. Respondent's methods, plan, and approach for carrying out the Services, including any creative methodology or technology that respondent uses or unique resources that respondent can offer.
 2. *Scheduling*. Scheduling for performance of the Services based on the timelines and information provided in this RFP.
 3. *Design Process*. Design process that respondent proposes for the Proposed Project and how respondent will perform the following: (a) ensure that designs are consistent with the Owner's vision, (b) coordinate the work by the various sub-consultants, (b) provide quality assurance in the Design Documents, (c) ensure that the Proposed Project remains within budget, and (d) securing the various agency's approvals for the Proposed Project, including, where applicable, DSA approval.
 4. *Bidding/Selection and Construction Contract(s)*. The selected respondent shall assist Owner in bidding/selecting and contracting with a general contractor to provide construction and other related services on the Proposed Project. Owner anticipates the Proposed Project will use the design-bid-build project delivery method. Describe: (a) the support respondent will provide to Owner related to preparation of bid and contract documents, and (B) how respondent will assist Owner in securing qualified bidders and selecting contractors.
 5. *Construction and Occupancy*. Respondent shall describe: (A) the desired working relationship in the field with Owner and each general contractor; and (B) respondent's involvement on-site during construction of the Proposed Project, for example, frequency of visits and by which of respondent's staff; communications with and amongst Owner, each general contractor, testing laboratory(ies), and inspector(s) regarding anticipated issues; and claims handling and dispute resolution between Owner and each general contractor.
- E. Fees. Respondent shall provide the proposed fees for the Services required for the Proposed Project and reimbursable expenses. Respondent shall provide fees for the following:
1. *Hourly Rate*. Hourly rates that may be used on such Proposed Project as determined appropriate by Owner.
- F. Past Performance Record. Respondent shall state if any of the following has occurred relating to any contract on a public works project pursuant to which respondent was required to provide architectural and related services. Where there has been an occurrence, respondent shall describe in detail the circumstances relating to the occurrence.
1. Refusal or failure to enter into a contract for any public works project once respondent was selected.
 2. Withdrawal of a proposal on a public works project as the result of an error on respondent's part.

3. Termination or failure to complete a contract on a public works project.
4. Involvement as a party in any litigation, arbitration, or mediation on a contract involving any public works projects.
5. Knowing concealment of any deficiency in the performance of a contract involving any public works project.
6. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract involving any public works project.
7. Violation of applicable rules, laws, or regulations relating to any public works project.
8. Filing of bankruptcy under federal laws within the last 10 years.

4. EVALUATION CRITERIA AND CONTRACT AWARD.

4.1 CRITERIA. Owner will evaluate each proposal that complies with the requirement of this RFP according to the following criteria:

- 4.1.1 Demonstrated competence and professional qualifications necessary for the satisfactory performance of the Services required for the Proposed Project.
- 4.1.2 Specialized experience and technical competence of respondent (including principal firms, joint venture-partners, and sub-consultants), considering the Service required, the complexity of the Proposed Project, record of performance, and the experience and strength of the key personnel who are designated to provide Services on the Proposed Project.
- 4.1.3 Knowledge and understanding of, and experience providing architectural services to, school districts on public works project.
- 4.1.4 Knowledge and understanding of, and experience working with, OPSC, DSA, and CDE.
- 4.1.5 Knowledge and understanding of the local environment and a local presence for interfacing with Owner.
- 4.1.6 Fees for the Services required for the Proposed Project are fair and reasonable. Owner reserves the right to award the Agreement for the Proposed Project to a respondent other than the respondent that submits the lowest fees, and to negotiate the fees applicable to a particular Proposed Project.
- 4.1.7 Conformance to the requirements in this RFP.
- 4.1.8 Proposed methods and overall strategic plan to accomplish the Services in accordance with the timeline and requirements stated in this RFP.
- 4.1.9 Organization, presentation, completeness, clarity, and content of the proposal.

4.2 METHOD. A selection committee formed by the ("SUSD Superintendent") will review the proposals and recommend to the SUSD Board of Trustees one respondent to which to award the Agreement. Any SUSD employee who has a relationship with any respondent that would subject the employee to the prohibition of Government Code section 87100 shall not participate in the selection process.

Any practices that might result in unlawful activity, including, but not limited to, rebates, kickbacks, or other unlawful consideration are prohibited.

4.3 REVIEW OF PROPOSALS, INTERVIEW, AND CONTRACT NEGOTIATION AND AWARD.

- 4.3.1 REVIEW OF PROPOSALS. After receiving proposals, Owner will review all proposals that have been submitted to and received by Owner in accordance with the Submittal Deadline at the Submittal Location.
- 4.3.2 ADDITIONAL DOCUMENTATION AND INFORMATION. At Owner's request, the applicable respondent shall submit such additional information as Owner may request in order to evaluate the respondent's proposal to this RFP. Such information includes but is not limited to the following: (A) a letter of organization listing respondent's owners, principals, officers, and those persons authorized to sign legal documents on respondent's behalf; and (B) clarification or additional information or documentation regarding any of respondent's responses set forth in its proposal. Upon Owner's request, a respondent shall promptly submit to Owner the requested additional information or documentation. A respondent's refusal or failure to provide the requested additional information or document to Owner, within three business days of Owner's request or such other timeline as may be agreed to between Owner and the respondent, shall be deemed a withdrawal by the respondent of its proposal and the respondent's proposal will not be considered.
- 4.3.3 REFERENCES. Owner may request from any or all respondents references of other persons or agencies with which a respondent has provided services similar to the Services required by this RFP and contact such persons or agencies to verify, clarify, or obtain additional information. Upon Owner's request, the applicable respondent shall provide the list of references to Owner within three business days of Owner's request unless Owner and the respondent agrees to a different timeline. A respondent's refusal or failure to provide the references as requested by Owner shall be deemed a withdrawal by the respondent of its proposal and the respondent's proposal will not be considered.
- 4.3.4 INTERVIEWS. Owner, at its discretion, may conduct one or more interviews of those respondents selected by Owner. Upon notice from Owner of any interview, the applicable respondent shall cooperate with Owner to schedule and hold the interview(s). A respondent's refusal or failure to participate in an interview as requested by Owner shall be deemed a withdrawal by the respondent of its response and the respondent's response will not be considered.
- 4.3.5 CONTRACT NEGOTIATION AND AWARD. After the interview(s) and consideration of all proposals and other pertinent information, Owner will select a respondent based on the criteria set forth in this RFP and commence negotiation of the Agreement with such respondent. Owner will negotiate the Agreement with the selected respondent at compensation that Owner determines is fair and reasonable to Owner. If Owner is unable to negotiate a satisfactory contract with the selected respondent at a price Owner determines to be fair and reasonable to Owner, Owner may terminate negotiation with that respondent. Owner may then undertake negotiation with a second selected respondent. If the negotiation fails with the second selected respondent, Owner may undertake negotiation with a third selected respondent. If Owner is unable to negotiate a satisfactory contract with any of the selected respondents, Owner may select additional respondents, if any, and continue negotiations until a contract is reached.
- 4.3.6 AGREEMENT FORM. Following Owner's selection of a respondent, Owner will provide respondent with the form of the Agreement. The form Agreement is subject to negotiation and agreement by the selected respondent and Owner.

5. **QUESTIONS AND OWNER CONTACT.** Owner looks forward to receiving proposals to this RFP. If any potential respondents have any questions regarding the Proposed Project or this RFP, the respondent shall submit them in writing and by email to the Contact Person listed on page 1 of this RFP. Owner will respond to the questions by issuing one or more addenda to each respondent that Owner knows has received this RFP. Owner is bound only by responses that are in a written addendum. Any addenda issued by Owner shall constitute and become a part of this RFP. All potential respondents are requested not to contact members of Owner's Board of Trustees or administration in connection with the Proposed Project, this RFP, or the selection process. Any respondent who violates this request will be disqualified from being considered for award of the Agreement to provide Services on the Proposed Project.

PROPOSAL FORM
ARCHITECTURAL SERVICES

From:

Name of Respondent: _____

Contact Person: _____ Title _____

Address: _____

Phone: _____ Email: _____

Fax: _____

Dear Sierra Unified School District ("**Owner**")

The above-listed Respondent understands and agrees that: (1) this Proposal Form must be completed and submitted to Owner in accordance with the instructions contained herein and in the RFP; and (2) when requested by Owner, Respondent shall furnish evidence satisfactory to Owner of the authority of each person executing below on Respondent's behalf.

OFFER TO ENTER INTO AGREEMENT.

Respondent hereby proposes to enter into the Architectural Services Agreement ("**Agreement**") with Owner and to furnish the Services required therein.

ADDENDA. Addenda and other documents issued by Owner are included in this RFP. Respondent acknowledges receipt of the following addenda:

Addendum No.____ Date _____ Addendum No.____ Date _____

Addendum No.____ Date _____ Addendum No.____ Date _____

Addendum No.____ Date _____ Addendum No.____ Date _____

PROPOSAL DOCUMENTS REQUIRED AND SUBMITTED. Respondent submits the following documents:

__1. Proposal Form

__2. Statement of Qualifications ("SOQ")

RESPONDENT STIPULATIONS.

Respondent understands and agrees as follows:

1. Respondent designates the contact person and address listed above as Respondent's office to which Owner may communicate with Respondent relating to this RFP and if Respondent is the selected respondent.
2. Respondent has carefully examined this RFP and all documents describing the scope and requirements for the Proposed Project.
3. Respondent checked carefully all information and amounts stated in this Proposal Form, the SOQ, and other documents submitted in response to this RFP. Respondent understands that Owner will not be responsible for any errors or omissions of Respondent in completing this Proposal Form, the SOQ, or any other documents.
4. If Owner selects Respondent as the successful respondent, the following shall apply: (A) Respondent shall cooperate in good faith with Owner to agree upon and finalize the Agreement; (B) within five business days of the date on which the Agreement is finalized, Respondent shall execute the Agreement and deliver all documents required by the Agreement to Owner; and (C) if Respondent fails to so execute the Agreement and deliver the required documents, Owner, in addition to any remedy that Owner has or may have against Respondent, may negotiate with and award the Agreement to another respondent without any liability or notice to Respondent.

The undersigned declares under penalty of perjury under the laws of the State of California and executes on behalf of the above-named respondent that the representations made in this Proposal Form, the SOQ, and other documents submitted in response to this RFP are true and correct.

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

NOTE: This Proposal Form must state the respondent's full legal name and business address. If respondent is a partnership, this Proposal Form must be signed in the partnership's name and by a general partner authorized to bind the partnership, with the name and title of the person signing typed or printed below the signature. If respondent is a corporation, this Proposal Form must be signed in the corporation's legal name and by the chairman of the board, president or any vice president, *and* by the secretary, assistant secretary, the chief financial officer or assistant treasurer, with the name and title of each person signing typed or printed below the signature. All persons signing this Proposal Form must be authorized to bind the respondent to its proposal. Upon Owner's request, a respondent shall provide written evidence of each such person's authority. **If this Proposal Form is not signed, Owner will not consider the respondent's proposal.**