

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES

I. OBJECTIVE

The Liberty Union High School District (“District”) is seeking qualifications from qualified firms to provide architectural services for future reconstruction/modernization, alterations, portable classroom addition projects and new construction projects. Qualifications should be submitted as requested below and should include all elements described under “Contents of Qualifications”.

The purpose of this Request for Qualifications (“RFQ”) is to obtain information that will enable the District to select a limited number of Pre-Qualified Consultants that can assist the District with such services as modernization of existing facilities and construction of new facilities throughout the District. Each Architectural firm responding to this RFQ should be prepared and equipped to provide complete and detailed architectural services on behalf of the District in a expeditious and timely manner and on relatively short notice so as to enable the District to meet critical time deadlines and schedules.

II. INSTRUCTIONS

Interested firms are invited to submit four (4) copies of your firm’s qualifications. Please provide any and all materials in a sealed envelope addressed and delivered no later than **2:00 p.m. on Friday, April 14, 2017** to the following address:

Liberty Union High School
District 20 Oak Street
Brentwood, CA 94513
ATTN: Liz Robbins

The sealed envelope shall be marked on the outside lower left corner with the words “Architectural Services RFQ”. It is the proposer’s sole responsibility to ensure that their information is received prior to the scheduled closing time for receipt of qualifications. No corrected or resubmitted qualifications will be accepted after the deadline.

This Request for Qualifications does not commit the Liberty Union High School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any information received or to cancel in part or in its entirety this RFQ. The District further reserves the right to accept the qualifications that it considers to be in the best interest of the District.

All requirements must be addressed in your qualifications. Non-responsive information will not be considered. All information received, whether selected or rejected, shall become the property of the District.

Requests for Information

Questions related to this RFQ should be submitted in writing to Liz Robbins, CBO, at robbinsl@luhsd.net no later than **Friday, March 31, 2017**. Specify “RFQ for Architectural Services” in the subject line.

III. SCOPE OF SERVICES

1.1. Modernization and New Construction

1.1.1. Assist District with school modernization and new classroom construction needs.

1.1.2. Prepare Education Specifications when needed. Meet and present to staff and public regarding modernization and new classroom construction projects.

1.1.3. Prepare plans and documents required by the California Department of Education (CDE) and the Division of State Architect (DSA).

1.1.4. Review available documentation, verify existing field conditions and confirm the accuracy of as-built documents in order to utilize for preparation of the design documents.

1.1.5. Prepare project schedule, budget, design documents which satisfy the requirements of the State's School Facilities Program (or successor program) and the District design standards and/or guidelines.

1.1.6. Prepare all necessary bidding information and forms required by the District and assist the District throughout the entire bid process.

1.1.7. Prepare schematic/design development of construction document plans and specifications for submittal to the District and other agencies requiring submittal for project approval.

1.1.8. Prepare all necessary schematic/design and construction documents such as an estimated project cost summary of submittal to the District and other agencies requiring submittal for project approval.

1.1.9. Serve as Construction Administrator during project construction which includes preparation, review, recommendation and submittals to District for any change orders.

1.1.10. Prepare as-builts of completed projects.

1.1.11. Assist District in identifying and applying for State funding.

1.2. Contract Closeout

1.2.1. Track, process, and submit all required close-out documentation required by DSA and/or any other regulatory agency.

IV. CONTENTS OF QUALIFICATIONS

Your firm's qualifications should include the following information. All qualifications should include the firm's name, address, fax number and telephone number. Include a contact person and corresponding e-mail address. The person authorized by the firm to negotiate a contract with the District shall sign the cover letter.

1. Cover Letter

A cover letter containing an introduction, including the name, address, telephone number, and e-mail address of the person or persons authorized to represent the institution regarding all matters related to the RFQ. Cover letter should also include number of years in business and date firm was established. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

2. Business Information

Provide the following information for your firm and all sub-consultants:

- a. Company Name
- b. Address
- c. Telephone
- d. Fax
- e. Website URL (if applicable)
- f. Name and e-mail of main contact
- g. Federal Tax I.D. Number
- h. License information including number and expiration date, if applicable
- i. Business Structure (Corporation, Partnership, etc.)
- j. Number of employees (licensed professionals, technical support, etc.)
- k. Number of current projects and present workload
- l. Location of office where the bulk of services solicited will be performed
- m. Proof of Errors and Omission insurance and coverage amounts

3. Project Approach

- a. Provide a statement demonstrating your firm or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District's goal of moving the project into construction within the earliest possible timeframe.
- b. A brief written summary of the firm's philosophy related to the planning and design of the District's program.
- c. Describe your firm's approach to cost estimating including some history of cost estimates versus actual bid amount on three school projects awarded in the last five years. Include at least two examples of new construction projects.
- d. Describe your firm's approach to quality control/assurance procedures including coordination of design disciplines and State final certification.
- e. Describe your approach to compliance with program requirements and conformance with all applicable code requirements.
- f. Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- g. Describe how your firm has incorporated the use of energy savings in the facility design.

4. Relevant K-12 Project Experience

Provide information about prior services/designs prepared by your firm on at least five prior education projects at the K-12 level. Include the following information:

- a. Briefly state the relevance for each project included for consideration in this RFQ.
- b. Various deliver methodologies, including LLB, CM Multi-prime and CM at risk.
- c. Specify role of firm or individual if work was not exclusively completed by the firm (i.e. joint venture, etc.)
- d. Provide a list of the following for each project:
 - * Project name and location
 - * Beginning and end dates of project (including construction)
 - * Square footage
 - * Main program elements
 - * Owner and name of contact with contact information
 - * Number of RFI's and Change orders with associated dollar values
 - * Original budget, bid amount, and final amount at close-out

- * Key individuals of the firm involved and their roles in the project
- * Any sub-consultants that worked with the firm.

5. References

1. Provide five references who you have worked with in the past five years. Four of the references can be for existing clients. However, one of the references must be for a client you no longer do work for. Please provide a written explanation as to why you no longer have a relationship with that client.
2. Provide two Program Manager or Construction Manager references. Please include a reference for construction administration services.
3. Provide authorization of the "Architect" and all principals thereof to allow the District to make oral and/or written inquiries of all references listed, regarding your qualifications, performance, reasonableness of fees and charges, and quality of final results.

6. Liberty Union High School District Vision

Explain how the District's Vision will be incorporated into all architectural services. Additionally, please describe how a local presence will be established and maintained.

Review projects approved by the Board and identify any of the projects that your firm has specific experience in or interest in procuring.

7. Project Team Summary

Identification of Architectural firm's project team and their specific expertise, experience, and resources to ensure suitable architectural services. Indicate key team members, years with the firm, resumes, and California Registration Numbers, as applicable.

8. Fees

Provide your fee schedule. If you plan to propose charging any costs for additional services, describe the types of costs to be covered and a proposed fee schedule. Be sure to include overhead and other special charges.

9. Litigation History

Provide a comprehensive five-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients.

10. Insurance

Provide proof of coverage for the types and amounts of insurance carried by the Architect, including CGL, automobile liability, Workers Compensation, and Professional Liability Coverage. Minimum limits of insurance required by the District for consultant and sub-consultants are as follows:

- Commercial General Liability Insurance (CGL) with a combined single limit of not less than \$1,000,000 each occurrence with aggregate coverage of \$2,000,000.
- Business Automobile Liability Insurance with a combined single limit of not less than \$1,000,000 each accident.
- Professional Liability (Errors & Omissions) Insurance with a limit not less than \$1,000,000 each occurrence/ \$2,000,000 in the annual aggregate.
- Workers' Compensation Insurance as required by the State of California.

V. CRITERIA FOR SELECTING PRE-QUALIFIED CONSULTANTS

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting Pre-Qualified Consultants. The evaluation criteria are as follows:

1. Timeliness and Completeness of RFQ. To receive maximum consideration, Architectural firms RFQ must be received by the response deadline. In addition, Architectural firm's RFQ will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFQ.
2. Technical Qualifications and Competence. This includes experience, expertise, and familiarity with applicable laws and requirement for public works projects in general and school projects in particular.
3. Record of Past Performance. This includes work quality, completion of work on schedule, cost controls, contracts held with Districts over the last five years as well as the response of references provided by the Architectural firm or any other references identified by the District.
4. Approach to Work. This includes project management and coordination methodologies, analysis and study approaches and ability to respond to emergencies and delays.
5. Cost Control. This includes cost control procedures, preliminary cost estimates, personnel utilization, billing rates for personnel and Architectural firm's policies respecting the pass-through to the District of overhead costs.

Based on the District evaluation of the RFQ's that the District receives, the District may select one or more Pre-Qualified Consultant. The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives. The District also reserves the right to: (i) obtaining all permits and approvals required to carry out the work, and (ii) coordinating all of its activities with the relevant property owners and their tenants and neighbors, the District, the CDE, and all entities having jurisdiction or likely to be affected by Architectural firm's activities.