

# **REQUEST FOR QUALIFICATIONS/PROPOSALS**

## **ARCHITECTURAL SERVICES**

### **LAYTONVILLE UNIFIED SCHOOL DISTRICT**

December 1, 2014

#### **INTRODUCTION**

The Laytonville Unified School District is requesting qualifications and proposals from architectural professionals experienced in the renovation and construction of public school facilities.

#### **BACKGROUND**

The District is anticipating the planning and construction of several modernization and new facility projects over the next several years. The District will utilize local bond funds and may seek funding through the State Building Program and other sources.

The selected architectural firm will work with the District to implement the projects under a basic services agreement. The selected Architect will help the District plan and prioritize projects pursuant to available funds. The scope of initial new and modernization projects are intended to meet the immediate needs of the District and may later be augmented with additional funds.

#### **SUBMITTAL REQUIREMENTS**

The successful Architectural firm shall demonstrate an ability to work in coordination and communicate effectively with a variety of planning groups and decision-makers, i.e., Board of Education, Superintendent, Site Administration and Staff, School Site-based Advisory Committees, and other technical advisors and consultants as determined by the District.

The successful Architectural firm shall assume responsibilities related to the project in working with various outside governmental agencies, particularly the State Department of Education, the Division of the State Architect, the Office of Public School Construction (OPSC).

***Architectural Submittals Should Address The Following:***

**A. Cover Letter/Letter of Interest**

Provide a cover letter/letter of interest of not more than two pages. This document shall include the name of your firm, address, telephone numbers, fax number, and the name of the principal contact.

**B. Firm Organization, Credentials, Background**

Please provide a general overview of the firm including:

1. Number of years in business
2. Location of office(s) that will perform the work
3. Number of personnel
4. List of Architectural, Engineering and other Services provided by the firm
5. List of Architectural Services generally provided by the firm under a Basic agreement

**C. Relevant Experience**

Please provide a list of up to five of the most recent public school projects involving your firm including:

1. Project name/location
2. Year complete/current status
3. Client name (District Name and contact info)
4. Name and contact of management firm or individual
5. Contractor information
6. Identification of funding source(s) (State, Local, etc.)
7. Original Contract Amount
8. Final Contract Amount (explanation of changes)
9. Other relevant project information

**D. Project Team**

Identify Design Team members and proposed staffing plan, including:

1. Key team members proposed to be assigned to the project
2. Respective roles and responsibilities of proposed team
3. Provide qualifications for each member of the proposed team.
4. Identify proposed consultants for this project. Include resumes and related experience for each member of the proposed firm(s) that may be assigned to the project.

**E. Firm Resources**

Provide an overview of firm resources and experience in the following areas:

1. Technical capabilities
2. Cost estimate history (show examples of recent cost estimate vs. actual bid amount, where available)
3. Change Order history and analysis
4. Project delivery approach (General Contract, Multiple-Prime etc.)
5. Experience and track record in developing and maintaining schedules and timelines
6. Experience and track record in developing and maintaining Budgets
7. Experience in working with state agencies, especially DSA.

**F. Client Satisfaction/References**

1. Provide a list of trade references/letters of recommendation
2. Has your firm ever been terminated or replaced by another firm during the design or construction of any education and/or related project? If so, explain in detail and provide results any litigation/claims on the project.
3. Provide a statement of the firm's financial stability.
4. Disclose any litigation involving the firm within the last 5 years.
5. Provide a list of at least three educational client references for which your firm has performed similar services. References shall include:
  - a. District name and address
  - b. Contact name and telephone number
  - c. Identify project for referral

**EVALUATION CRITERIA**

- Experience in public school construction
- Experience and qualifications of proposed team members
- Ability to work with diverse decision makers
- Strength of client recommendations
- Local experience
- Fees

**TIMELINE FOR SELECTION**

The District anticipates expediting the selection process as quickly as possible.

- Issue RFP (12/1/14)
- Qualification Statements Due (12/19/14)
- Paper Screening/Reference Checks (TBD)
- Interviews/Presentations (TBD)

- Recommendation to Board (TBD)
- Award (TBD)

## **SUBMITTALS**

Six (6) copies of the submittal package must be received by **5:00 PM** on December 19, 2014. Submittals received after this date and time may not be accepted by the District. The District reserves the right to reject any and all proposals. Any attempt to contact Board members may result in disqualification. Note: proposals will be considered public records in accordance with the Public Records Act.

Deliver Proposal to:

Joan Viada Potter, Superintendent  
Laytonville Unified School District  
P.O. Box 868  
Laytonville, CA 95454  
707 984-6414 [jvpotter@mcn.org](mailto:jvpotter@mcn.org)

***Refer all inquiries concerning this RFQ to:***

Joan Viada Potter, Superintendent  
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## **FEE OUTLINE**

Provide a preliminary fee structure in your proposal to the District. The proposal shall outline programming, schematic design, design development, construction document, project and contract administration/close-out fees and a standard rate sheet. The Proposer shall provide an overview as to its change order philosophy and how the firm proposes to address value added and non-value added changes in the work.

## **DVBE CRITERIA**

Consultant is advised that the District may apply and utilize funds from the Office of Public School Construction. Accordingly, DVBE guidelines, as established by the OPSC, will be considered in the selection process.

## **LIMITATIONS**

The District reserves the right to redefine its priorities, adjust budgets and modify projects as it deems necessary, and to select one or more firms to perform services. At its discretion, the District may eliminate any firm or waive any informality in the selection process.

This Request for Proposal does not commit the District to award a contract or to reimburse the proposer for costs incurred in submitting this proposal. The District reserves the right to reject any or all proposals received as a result of the request, to negotiate with any proposer, to extend the submission deadline, or to amend or cancel in part or entirety this Proposal, if it is in the best interests of the Laytonville Unified School District.