



Wheatland School District

June 4, 2015

Request for Qualifications (RFQ #2015-01)

Architectural/Engineering Services

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Wheatland School District

The Board of Trustees of the Wheatland School District ("WES" or "District") is seeking qualified firms ("A/E") to provide full architectural and/or engineering planning and design services for the District's future facilities improvements, energy conservation, and deferred maintenance projects. The District intends to select multiple firms that best meet the District's needs for the A/E services described in this Request for Qualifications ("RFQ"). In general, the various firms selected as a result of this process will be placed on a list of architectural and/or engineering firms available to the District for future projects. The criteria on which the District makes its determination will not be limited to the amount of the proposed fees, but will also be based on ability and experience as described herein.

I. Critical

Dates Submittal Due

Date:

Two (2) bound hard copies and one (1) separate electronic pdf files (on CD or flash drive) of the submittal shall be delivered **no later than July 2, 2015 by 2pm** to:

Wheatland School District
c/o ICS, District Representative
5433 El Camino Ave. Suite 2
Carmichael, CA 95608
Attn: **Eric Hartwell, CFO/Sr. Program Manager**

Statements of qualifications not received by the deadline will be returned unopened.

Statement of Qualifications responses are limited to forty-five (45) pages excluding covers and index tabs.

RFQ Milestone Dates:

- June 4, 2015– Post RFQ on the District website and issue RFQ
- June 12, 2015 – Deadline for Questions/Clarifications
- June 19, 2015 – Addendum will be issued (if necessary)
- July 2, 2015, 2 PM – RFQ Responses due
- July 8, 2015 - Conduct possible interview(s) and/or District Notification to Selected Firms

II. Program Description

The project(s) may include but not limited to: various facility and deferred maintenance modernizations, repairs, technology upgrades, upgrades for safety alarms, and energy efficiency measures.

Commencement of any contract(s) resulting from this RFQ shall be determined by the District on a project by project basis.

In addition to design services, the A/E shall provide construction administration services. However, the A/E will not provide program management or construction management services. The A/E is expected to work collaboratively and cooperatively with the District's program manager(s) and construction manager(s).

The A/E will work under the direction of the District's representative Craig Guensler and/or his designee.

III. Scope of Services

Attached as Exhibit B to this RFQ is the District's Professional Services Agreement for A-E Services. This Agreement, together with its exhibits, sets forth the summary of services required for the project(s).

IV. Summary of Qualifications

Extensive experience with the Office of Public School Construction, California Department of Education, Division of State Architect, Uniform Building Code and Title 24 of the California Code of Regulations is mandatory. In addition, the successful A/E shall have the following characteristics:

- Have successful experience with modernization, expansion and renovation projects along with re-design/corrective construction techniques and procedures for California K-12 school districts, including successful experience completing such projects on time and within budget.
- Provide adequate staffing and resources to the project(s). Maintain key staff through the duration of the project.
- Have an established Quality Assurance/Quality Control program.
- Have experience with design-bid-build as well as lease-leaseback project delivery systems.
- Work collaboratively and cooperatively with the District, the District's authorized representatives, the District's program and construction managers, and the District's construction contractors.

V. Statement of Qualifications (SOQ) Format and Content

In order to be considered for selection as A/E, respondent shall submit the following information in the specified order.

All materials submitted to the District in response to this RFQ shall remain property of the District.

Provide two (2) bound hard copies and one (1) separate electronic pdf files (on CD or flash drive) of the statement of qualifications. In the event of any discrepancy between the hard copies and the electronic file, the hard copy will control.

Statement of Qualifications are limited to forty-five (45) pages, excluding covers and index tabs.

Body of Submittal

The following sections should be included in the order listed:

1. Letter of Introduction

A letter of introduction, signed by an officer of the firm submitting the SOQ, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for the project.

2. Firm Information

General information about your firm, and, if a joint venture, of each participating firm, including description and history of firm, years in business, name(s) of owner(s), home office location, local office location (if different), types of licenses held, number of employees (licensed professionals, technical support), primary business types and market areas. Identify the legal form, ownership and principals of the firm.

Describe how sub-consultants are used by your firm and to what extent work is performed in-house versus by a sub-consultant.

3. Statement of Approach or Methodology

3.1 Differentiators / Firm Experience

Describe the special strengths that your firm can bring to the projects and how these set your firm apart.

Describe your most challenging project, and your most rewarding project; and why each was such. Please be specific in your descriptions.

Describe the firm's experience with state and other agencies involved in the planning, design and construction phases for K-12 school projects.

Describe your experience working with Construction Managers in design-bid-build and Lease Lease-Back delivery systems. Discuss communication protocol.

3.2 Design Approach

How does your firm approach modernization projects versus new construction projects?

Describe your firm's experience with designing 21st Century Classroom Buildings and adapting to the changing needs and priorities of a K-12 school District. How do you integrate flexibility and future technology changes into your design?

Describe how your firm coordinates and interfaces between firm's drawings and those of consulting professionals in order to achieve fully coordinated design and construction documents.

Describe your process to ensure that designs are efficient, cost effective to construct and designed to the established budget.

Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

3.3 Sustainability / Energy

Describe the firm's approach to and experience with energy management/conservation, integrated communications systems, "green buildings," and evaluating technology infrastructure.

Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and CHPS (Collaborative for High Performance Schools) in the context of similar facilities.

3.4 Bidding / Negotiation / Value Engineering

Describe your firm's experience with construction cost estimating and construction cost reduction measures such as, but not limited to, value engineering and construction.

3.5 Construction Administration

Describe your project administration practices and procedures. Describe the process to be used to administer the construction phases, e.g., meetings, site visits, requests for information, etc. Include your firm's policy regarding Requests for Information and average response time.

Describe your mode of response to District's requests for project design changes, to a field clarification, and to a change request, including methods for determining the validity and cost responsibility of change orders.

Describe your firm's experience with the DSA Construction Oversight Process and process for obtaining DSA certification.

Describe your responsibilities at construction completion. Include your methods for reviewing and resolving punch list items and confirming that equipment and other elements of the project function properly.

4. Project Team/Roles and Responsibilities

Identify the key personnel you would assign to the District's project(s), including their roles. Describe each of his or her experience with architectural and engineering services for school construction projects, including identifying those projects for the past 5 years. Provide resumes and list licenses for each person.

5. Specific Relevant Experience

Specific firm and proposed team experience with architectural and engineering services for K-12 public school projects in the in the last 5 years. Please include the following for each project:

- The form of project delivery – e.g., design-bid-build, lease-leaseback, other.
- Project scope, including the nature of the project, square footage, cost, completion date and role of firm.
- Project budget and examples of successful value engineering and other steps that maintained the budget without sacrificing quality.
- Whether the project was completed on time and within budget and, if not, why not.
- Project schedule development and maintenance, including specific examples of scheduling challenges and how your firm resolved them.
- Whether any of the projects have been phased during school occupancy while conducting renovation and new construction.
- Number of RFI's and value (\$) of Change Orders for each project.
- Key individuals involved within the firm and their roles.
- Which sub-consultants worked with the firm.
- Contact person and telephone number at the district

6. References

Please provide a list of references.

7. Conflicts of Interest

Identify any actual conflicts of interest the firm has with the District. Such conflicts include, without limitation, a conflict between family, business or financial interests of the firm and the services to be provided as a result of this RFQ.

8. The District's Professional Services Agreement for A-E Services

Provide a statement of willingness to sign the standard terms for the District's Professional Services Agreement for A-E Services, attached to this RFQ as Exhibit B. Any objections must be noted in SOQ.

9. Fee Proposal

The selected firm shall employ at its expense professionals (including employees and sub-consultants as necessary) properly licensed and skilled in the execution of the functions required for the architectural and engineering services of the projects.

Provide a fee structure and/or basis for such services for projects as described in section II, including your firm's hourly billing rates by position.

Provide clarification on what is included, what is excluded, and the firm's expectations for what the District is to provide and/or for which the District is to be responsible.

10. Litigation / Insurance

Is there any pending legal action alleging violation of the law in connection with any projects your firm is involved with? If so, please describe such pending action.

Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.

Has your firm ever been fired / replaced by another architectural firm during the design and completion of a project? If so, explain.

Provide amount of errors and omissions insurance carried by your firm.

Provide amount of liability insurance carried by your firm.

IV. Evaluation Criteria and Selection Process

1. Selection of Finalists

SOQs will be opened privately to assure confidentiality and 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 released to members of the public if specifically requested under the California Public Records Act.

The District reserves the right to request additional information at any time, in writing or otherwise, which, in its sole opinion, is necessary to assure that the firm's competence, number of qualified employees, and business organization are adequate to perform the required architectural and engineering services for the District.

SOQs will be evaluated based on each firm's qualifications, approach and methodology, experiences with similar work, technical capabilities and track record of their use, and overall responsiveness to the RFQ.

From the SOQs submitted, a group of finalists may be selected for interview and further evaluation.

2. Interviews

The key proposed project staff may be expected to attend an interview at the sole discretion of the District. The interview will start with an opportunity for the firm to present its proposal and its project team. The interview will be an opportunity for the District to review the proposal, the firm's history and other matters the District deems relevant to selecting the firm. The District may inquire as to the firm's suggested approaches and the issues identified in this RFQ.

3. Final Determination and Award

The District reserves the right to select the firms, which, in the District's sole judgment; best meets the needs of the District.

The successful firms will be selected and a recommendation will be made based on a combination of the SOQ, interview, reference checks, the firm's fee proposal with its SOQ, and on the basis of demonstrated competence and professional qualifications necessary for excellent performance of the services required.

The District reserves the right to award one or more contract, or no contracts, resulting from this RFQ, to reject any SOQ as non-responsive, and to amend the RFQ and the RFQ process, or to discontinue the process at any time. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The awarding of a contract is at the sole discretion of the District.

As referenced above, this RFQ is intended to establish a pool of qualified firms for A/E services. Once the pool is established, the District will seek a final fee proposal from any of qualified firms for a specific contract before any contract is awarded.

4. Evaluation Criteria

Evaluation criteria with number of allowable points (total of 100 points) will include, without limitation:

- Demonstrated successful experience and performance history with similar projects for California K-12 school district, including successful experience with DSA, and modernization projects. (15 points)
- Demonstrated successful experience and competence in meeting the qualifications set forth in this RFQ. (10 points)
- Experience and reputation of proposed personnel and other team members. (15 points)
- Assessment of the firm's approach or methodology. (10 points)
- Skill and creativity in problem solving. (10 points)
- Knowledge of the community and local construction market. (10 points)
- An evaluation of the firm's proposed fee. (10 points)
- The firm's ability to execute the District's standard terms for its Professional Services Agreement for A-E Services. (10 points)
- Overall responsiveness of the SOQ. (10 points)
- Results of reference checks.

V. General Information

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

2. Inquiries. Any questions regarding this RFQ or selection process may be directed to Eric Hartwell via email at eric@icscm.com. Applicants are requested not to contact any District staff or Board members in connection with this selection process. Any applicants who violate this request will be disqualified from further consideration.

Replies involving any substantive issues will be issued by addenda and will be uploaded into the District's website. It is the responsibility of the responder to verify the District's website for updated information prior to the due date. Questions received after the deadline noted in the RFQ will not be answered. Only questions answered by formal written addenda will be binding.

VI. Special Conditions

1. 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.

2. Drug-Free Policy and Fingerprinting. The selected firm(s) shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.

3. Costs. Costs of preparing a SOQ in response to this RFQ are solely the responsibility of the respondent.

4. Limitations. This RFQ does not commit the District to award a contract, to defray any costs incurred in the preparation of an SOQ pursuant to this RFQ/P, or to procure or contract for work.

END OF RFQ