

REQUEST FOR QUALIFICATIONS (RFQ)

Selection of Architect to Provide Architectural/Engineering Services for the Planada Elementary School District

BACKGROUND

The Planada Elementary School District (“District”) has prepared this Request for Qualifications (RFQ) to seek information so that an architectural firm may be evaluated, interviewed and selected for new construction planned by the District.

SCHEDULE OF EVENTS FOR ARCHITECTURAL SERVICES

EVENT	DATE
Release RFQ Document	May 21, 2009
Pre-submission Meeting	May 28, 2009
Deadline for Receiving Proposals	July 21, 2009
Interviews	July 28, 2009
Interviews with Finalists	July 30, 2009
Board Approves Architect and Execution of Agreement	August 13, 2009
INSERT FUTURE EVENTS AND/OR REVISE TIMELINE	
Note: All dates are preliminary and subject to revision	

I. GENERAL INFORMATION

A. SUBMITTAL OF STATEMENT OF QUALIFICATIONS

Submittal should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for errors or omissions on the part of the firm in the preparation of the submittal. The District reserves the right to reject any and all submittals, or to waive any irregularities or information in the submittal.

B. SIGNATURES

Submittal must be signed by a representative of the organization with authorization to bind the organization by contract.

C. DISQUALIFIED STATEMENTS

Any submittal received by the Planada Elementary School District after 3:00 p.m. on July 21, 2009, shall be refused and returned.

D. WITHDRAWAL OF SUBMITTAL

Organizations may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittal.

E. COPIES OF SUBMITTAL

Each organization making a submittal must include an original and six (6) copies.

F. CONTACT

Organizations interested in making a submittal are directed not to make personal contact with members of the District Governing Board. Any contact will constitute grounds for disqualification of consideration. Questions regarding the RFQ should be directed to:

Steve Gomes, Superintendent
PLANADA ELEMENTARY SCHOOL DISTRICT
161 S. Plainsburg Road
Planada, CA 95365
Tel: (209) 382-0756

G. RIGHTS OF THE DISTRICT

This RFQ does not commit the Planada Elementary 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 submittal or to cancel in part or in its entirety the RFQ. The District further reserves the right to select the professional consultant that it considers to be in the best interest of the District.

H. FEES

The District will negotiate contract fees for the services to be provided from the best qualified organizations.

I. CONTRACTS

Upon selection, the professional consultant will be required to enter into a standard Architect's Agreement which confirms the following indemnity clause:

INDEMNITY BY ARCHITECT.

To the fullest extent permitted by law, ARCHITECT agrees to indemnify, defend and hold DISTRICT entirely harmless from all liability arising out of:

- a. Any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT's employees

or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT;

- b. Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law, or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or any person, firm or corporation employed by the ARCHITECT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent ARCHITECTS who are directly employed by the DISTRICT; and
- c. Any loss, injury to, death or persons or damage to property caused by any act, neglect, default or omission of the ARCHITECT, or any person, firm or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence or willful misconduct of the DISTRICT.

The ARCHITECT, at ARCHITECT'S own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

II. CONTENTS OF PROPOSAL FOR DISTRICT SCREENING

Architects submitting proposals are to develop a plan for the modernization at the Planada Elementary School, Planada, California of the:

- Existing cafeteria to include but not limited to the replacement of the roof, replacing windows with solid walls, installing energy efficient windows and air conditioning, and ADA compliant restroom.
- Remodeling of two classroom wings by removing windows and replacing them with solid walls.
- Remodeling and reconfiguring the administrative offices to increase student safety and school efficiency and make restrooms ADA compliant.

The architect will be expected to meet with staff to establish the modernization priorities based on available funding. The plan should include a construction phase-in schedule, a timeline, and a budget. There will be a pre-submission meeting with the architects and District representatives.

All submittals shall address the following items *in addition to* those requested elsewhere in the RFQ. Each response to this RFQ should appear under its appropriate tab as directed by the RFQ. Submittals must be limited to twenty (20) pages in total length.

A. COVER LETTER

No additional information requested.

B. DESCRIPTION OF FIRM

Include name of firm, address, telephone number, fax number, type of firm (i.e., corporation), California Registration Number and name of principal contact. Provide a brief history of the organization, including:

- * Number of years in business
- * Senior member(s) and length of association
- * Whether the organization has gone by a different name while under substantially the same management
- * Location of office where project team members will complete the design and manage the project
- * List of basic services provided by firm
- * List of additional services provided by firm under basic State School Building Program agreement fee

Provide a detailed explanation of any litigation related to school construction projects in which the organization has been involved, as well as a discussion of how the litigation was resolved.

C. EXPERIENCE RELATIVE TO DISTRICT NEEDS

Discuss the organization's knowledge of and experience with modernization projects.

Provide the total number of State-funded school projects in progress in office at this time and phase status, grade level and current dollar value.

Discuss the organization's change order history, including the firm's approach to problems and change orders, and a summary of change orders for three (3) State-funded school projects which were completed over the last two (2) years (show the total dollar amount of change orders for all three (3) projects, compare this information to the total original contract dollar amount and indicate, by percentage, the dollar amount of change orders which were caused by the District, Architect, and Contractor, respectively).

D. QUALIFICATIONS OF ARCHITECTURAL FIRM'S PERSONNEL

Identify the personnel and financial resources available for the project. List all specific personnel experience which uniquely suits the personnel to the District's needs.

E. EXPERIENCE WITH STATE REGULATORY AGENCIES

Describe experience with OPSC and SAB procedures.

F. PROJECT PLAN AND METHODOLOGY

Discuss specific firm procedures for addressing the following:

- * Disputes and claims involving contractors and subcontractors
- * Frequency of coordination with subconsultants
- * Provision of estimates of change order items
- * Proceeding with construction through a "construction change directive" process

Identify the proposed structural, mechanical, electrical, and civil engineers and consultants for **landscape, energy and other relevant disciplines** for this project. List license numbers and dates as well as business address, phone number and fax number. Include resumes and related experience for appropriate members of these firms.

G. FEES

Provide breakdown of proposed fees and personnel to be assigned to the Project.

H. INSURANCE

Provide the following:

- * Name of professional liability insurance carrier
- * Whether the policy of insurance is on an occurrence or claims made basis
- * Policy limits
- * Deductible on the policy of insurance
- * Number of years with carrier
- * Claims made on any policy of insurance held by the organization
 - (a) A detailed explanation of the nature and type of claim
 - (b) Whether the claim has been resolved
 - (c) The terms of the resolution

I. COST ESTIMATING

Provide a statement describing the methodology utilized to estimate the probable construction cost of a project. Include:

- * Methodology
- * Contingencies utilized
- * Standard estimating manuals used as reference

- * Experience of estimator
- * Accuracy of estimates
- * Describe your firm's willingness to commit to the estimate provided