

**Linden Unified
School District
18527 E. Main Street
Linden, Ca. 95236**

**Request for
Qualifications
For
Architectural Services
& Facilities Master
Plan**



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Request for Qualifications Issued: March 30, 2017
Deadline for Submittal of Responses: April 28, 2017

**REQUEST FOR QUALIFICATIONS (RFQ)
SELECTION OF ARCHITECT(S) TO PROVIDE
LONG RANGE FACILITY MASTER PLAN AND ARCHITECTURAL/ENGINEERING
SERVICES FOR PROJECTS IN THE
LINDEN UNIFIED SCHOOL DISTRICT**

The Linden Unified School District (LUSD) is seeking Statement of Qualifications (SOQ) from qualified architectural organizations to assist the District in the development of a Long Range Facility Master Plan (LRFMP) and to provide architectural and engineering services related to the construction of additions to existing school sites and modernization/reconstruction/renovation of existing schools and district facilities. The intent of the District to approve an architectural firm to work with the district on the development of a LRFMP and to approve a list of architects that will be used to complete projects during the next several years that will be financed through a combination of general obligation bonds, developer fees, State school construction funds, and other funds.

Qualified organizations are invited to submit an original, five (5) copies and a CD or electronic version of said proposal that meet the requirements described herein no later than **2:00 p.m. on Friday, April 28, 2017**, to the following address:

**Mr. Rick Hall
District Superintendent
Linden Unified School District
18527 E. Main Street
Linden, Ca. 95236**

This Request for Qualifications does not commit the Linden Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any SOQ or to cancel in part or in its entirety this Request for Qualifications. The District further reserves the right to accept the proposal(s) that it considers to be in the best interest of the District.

Thank you for your interest in working with our District.

Rick Hall
District Superintendent
LINDEN UNIFIED SCHOOL DISTRICT

INSTRUCTIONS FOR SUBMITTAL OF SOQ'S

I. GENERAL INSTRUCTIONS

A. Submittal of SOQ'S

SOQ's should be reviewed for accuracy before submission to the District since said document may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any SOQ. The District reserves the right to reject any and all SOQ's, or to waive any irregularities, or informalities in the SOQ's.

B. Signatures

All SOQ's must include a signature of an authorized officer of the firm submitting the SOQ. A signature form has been included with this document.

C. Disqualified SOQ's

Any SOQ received after **2:00 p.m. on Friday April 28, 2017**, shall be refused and returned to the firm unopened.

D. Withdrawal of SOQ's

Firms may withdraw their SOQ, either personally or by written request, at any time prior to **2:00 p.m. Friday, April 28, 2017**. Any request to withdraw a SOQ is effective only if received by the District before 2:00 p.m. on Friday, April 28, 2017 at the:

Office of the District Superintendent
Linden Unified School District
18527. E. Main Street
Linden Ca. 95236

E. Copies of SOQ's

Each firm submitting a SOQ must include the original, five (5) copies of the original and a CD or electronic version of the SOQ.

F. Contacts

In order to control information disseminated regarding this RFQ, firms interested in submitting SOQ's are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the individual listed below:

Mr. Tim Sutton, Director, Maintenance & Facilities
Linden Unified School District
18527 E. Main Street
Linden, Ca. 95236

G. Rights of the District

The District reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of a SOQ submitted in response to this RFQ.

II. PURPOSE OF REQUEST FOR QUALIFICATIONS**A. Selection of Architectural Firms**

It is the intent of the administration to recommend to the Governing Board an architect to assist in the development of a LRFMP and a pool of architectural firms from which the District will make specific project appointments for additions to existing schools and renovation and modernization projects as identified in the District's list of facility projects by priority, or the LRFMP, once completed. Funding for said projects will be funded from multiple sources including developer fees, State construction funds, Proposition 39 energy funds, possible federal grants and other possible school facility funding opportunities.

III. DESCRIPTION OF PROJECTS**A. District Long Range Facility Master Plan**

1. The LUSD is seeking proposals to provide consulting services to prepare a LRFMP that will serve as a tool in guiding the District in planning the facilities for the next ten (10) years. The plan will address the long range and the short-term goals and objectives of the Governing Board and reflect the needs of the school community. The LRFMP will facilitate the Governing Board's ranking of priorities and considerations in future facility investments and improvements.
2. The process in general is to collect information and data identifying the facility needs of the district taking into consideration existing school facility needs and resources available to the district that will assist the Governing Board and district staff to identify priorities for the district. The selected consultant will work with a diverse Steering Committee of staff and community members to develop an implementation plan that meets the District's overall objectives. The LRFMP process should be progressed in a systematic process. The evaluation of existing facility needs can be completed concurrently, but should be completed prior to starting the Community and Steering Committee Planning Process. The district anticipates a schedule whereby the LRFMP is completed within 4 months from project initiation

3. Scope of Services

1. *Project Initiation/Review of District Information*—At least one meeting will be held with district staff and the Governing Board to gather existing information the district possesses related to its facilities including, but not limited to, existing facility plans, demographic studies, facility inspections required under the Williams Act, etc. In addition, this phase of the process will be used to establish a project schedule and to introduce the selected firm with the district staff and community steering committee that will be involved with the development of the LRFMP.
2. *District-Wide Facility Specifications and Standards*—The selected firm will assist the district in the establishment of educational specifications and facility standards that will be used in the assessment of existing campuses and other district facilities in order to establish facility “equity” for both existing and new future facilities.
3. *Existing Facility Assessments*—Based on existing information provided by the district staff (Williams Settlement surveys, technology plan, energy usage summaries, existing “as-built” plans including square footage per building, etc.), the selected firm will complete an efficient assessment of existing district facilities that will be based on district-wide facility standards (see #2 above) and include involvement by district and school site staff. The final LRFMP will include information on the existing site as well as proposed renovation, repairs, improvements, etc. and the estimated cost necessary for each site to meet district-wide facility standards
4. *Summary of Existing Facility and New Additions Estimated Cost*—The selected firm will include in the LRFMP a summary of the cost of the existing school facility needs as well as the estimated cost of new additions to existing facilities, if any.
5. *Financial Plan*—With the understanding that the facility needs of the district incorporated into the LRFMP will probably exceed the current and future funds available to the district, the district is considering selecting a consulting firm to assist the district in the development of financing options including possible State funding options that will work with the selected firm with financing options available to the district in the implementation of the LRFMP. It will be the responsibility of the selected firm to incorporate this information in the LRFMP document. The financing sources will include, but will not be limited to, current facility funds available to the district, eligibility in the State School Facilities Program, possible energy funding opportunities from the extension of Proposition 39, local general funds, developer fee funds, possible Federal capital funding programs and a possible local bond measure.
6. *Role of Selected Firm with Community Steering Committee*—It is the intent of the district to have an inclusive but streamlined process in the development of the LRFMP. The district will select 5 to 7 individuals who will represent the Governing Board, district administration, school sites, educators, students, parents, community and public agencies as a Steering Committee. This group will meet to review the master planning process and provide direction to the master plan team.

Responders to the RFQ should plan to meet with the Steering Committee up to three (3) times from initiation to completion of the LRFMP. The LUSD community is very connected to the district and an active participant in the educational process. As part of the review of existing district facilities, the selected firm will work with district staff to conduct school site community meetings that will include school site staff as well as interested community members to elicit input from each of the district's six (6) school site communities. The purpose of these meetings will be to collect information regarding the community desires and priorities regarding the greatest educational needs of the school sites that can be addressed through facility improvements. The culmination of these meetings will provide critical information from the community, students, parents and teachers to guide the direction of the LRFMP. This information (notes, sketches and surveys) shall be documented and included as an appendix to the LRFMP.

7. *Presentation to Governing Board*—Upon completion of the “draft” LRFMP, the selected firm will be required to conduct a workshop with members of the Governing Board. The Steering Committee will be participants along with district administration in said workshop. Based on input from the Governing Board, the selected firm will be responsible for modifying the “draft” LRFMP to take into consideration direction received during the workshop.
8. *The LRFMP Document*—The final LRFMP document developed by the selected firm is expected to be a plan document that clearly expresses to the Governing Board, district and school site staffs and members of the community the facility needs of the district and possible funding opportunities to implement said plan. Because facility needs of the district change as demographics change and educational needs are modified, the document must allow the ability for the district to modify and adapt the plan to meet future changes internal and external to the district. In order for this document to continue to meet the needs of the district, it must include electronic documentation that allows the district to plan and track the facility needs of the district as priorities change.

B. Architectural Services for Construction Services

The District will make assignment of an architect(s) for “projects” derived from the District's current list of facility projects by priority and/or from the LRFMP when completed. The selected firm(s) from this RFQ will be expected to design the project, produce construction drawing, obtain approval from DSA and other required State and local government agencies, oversee the construction of the project and final close-out including the coordination of close-out with DSA. The projects will be built using different construction delivery methods (LLB, CM Multi Prime, CM @ Risk or General Contractor) to be selected by the District. The Architect will be expected to work with

the District's staff during the design, pre-construction and construction phases of the project.

C. Financing the Capital Facility Plan

1. General Obligation Bonds

The District will pursue state general obligation bond funds through Prop 51, the State School Bond Measure adopted by the voters of the State in November, 2016.

2. Other Local Resources

In addition to State bond measure proceeds, the District will also apply developer fees to assist in the implementation of the facility master plan and any interest earned from bond proceeds will also be used for capital facility projects included in the facility master plan.

3. Projected State Facility Funds

The District is planning to contract with a consulting firm to assist in the development of State new school construction eligibility and a detailed projection of State modernization eligibility for each school site including the estimated student grants and the date the school will become eligible.

In addition, it is the intent of the District to aggressively pursue additional State construction funds including but not limited to career tech grants, joint-use grants, and any other program made available to local school districts.

Selected architectural firms will be required to work with District staff and the District's consultant to secure all possible State construction funds through the Office of Public School Construction (OPSC) and the State Allocation Board (SAB)

4. Possible Federal Grants

The District will take advantage of any new or the extension of any Federal program that will assist the District in obtaining resources for its capital facility program and any new opportunity that might be made available by the Federal Government.

IV. CONTENTS OF STATEMENTS OF QUALIFICATIONS

A. General

In order for SOQ's to be considered, said SOQ must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the SOQ.

Respondents shall submit one (1) original plus five (5) copies of the SOQ in 12-point font with all copies to be spiral bound into books of approximately 8 ½" x 11" format, not to exceed twenty-five (25) pages. A CD or electronic version of the SOQ shall also be made available to the District at the time the SOQ is submitted. Although not required, firms responding to this RFQ are permitted to include an appendix limited to copies (pictures) of past projects that will **NOT** be considered part of the twenty-five (25) page limit. For further clarification, the cover, letter, table of contents and the pages with tabs will **NOT** count as part of the 25-page limit.

All respondents shall follow the order and format specified below. Each section of the SOQ shall be tabbed to correspond to the numbers/headers shown below:

B. Submittal Letter

The cover letter shall be brief (one-page maximum). Include the SOQ's title and submittal due date, the name, address, fax number and telephone number of the responding firm (or firms if there is a joint venture or association). If the firm is proposing to co-respond with another principal firm, the cover letter must specify the type of services to be provided by each firm and the proposed percentage allocated to that phase or function for the co-respondent. The submittal letter will **NOT** be considered part of the twenty-five (25) page limit.

C. Table of Contents

Include complete and clear listings of headings and pages to allow easy reference to key information. The table of contents will **NOT** be considered part of the twenty-five (25) page limit.

D. DVBE Requirements

Describe the firm's DVBE contract capabilities and your ability to meet any State requirement related to DVBE.

E. Description of Firm

This section should provide the District information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of the District.

F. Project Team

Please list the Architect(s) in your firm that would be involved in the design, bidding and/or construction phases of either new or renovation projects at new and/or existing school and district operation sites. Please list the consulting engineer used by the firm in the following areas.

- a. Structural
- b. Mechanical
- c. Civil
- d. Electrical
- e. Technology
- f. Low Voltage
- g. Landscaping

G. Knowledge of State Funding for School Construction

The SOQ shall include the background, experience and success of your firm regarding State Funded Building Projects, including the application process for all State programs operated by the Office of Public School Construction and the State Allocation Board including new construction, modernization, financial hardship, facility hardship, career tech, Proposition 39 energy funding, etc.

H. Experience in Working with State Agencies

Describe the experience of key personnel who will be assigned to District projects in working with and receiving approval from State Agencies including but not limited to the California Department of Education, the Division of State Architect and the Department of Toxic Substance Control.

I. Experience with Long Range Facility Master Plans and the Design of Projects

The SOQ shall include a description of the experience of key personnel in working with District staff in the development of LRFMP's and the design and construction of all types of projects including new construction at existing school sites, as well as renovation/modernization projects at school sites and on district administrative facilities. Identify the process your firm would use in the development of educational specifications for the aforementioned type of projects.

J. Management of Workload

Describe the ability of your firm to complete projects assigned to your firm taking into consideration your current workload. Further, identify the size and number of capital projects your firm would be capable of handling simultaneously without the District experiencing any delays in the completion of project plans and specifications.

K. Fees

With the understanding the architect fees for projects are negotiable depending on the size and number of projects assigned to a firm, summarize your firm's fee proposal based on the type of projects (additions to existing campuses, modernization, rehabilitation, renovation, technology, etc.). Further, with the understanding that the scope of the LRFMP is subject to

a final agreement after the selection of the firm, include a lump-sum fee for the LRFMP based on the information provided in this RFQ. Firms are encouraged but not required to be "creative" in their fee proposal by submitting a proposal that does not "mirror" the former fee schedule used by the Office of Public School Construction prior to the adoption of SB 50 in 1998 and is no longer part of the regulations of the Office of Public School Construction.

L. Design Process – Modernization/Building Additions/Remodels at Existing Sites

Describe your firm's prior architectural work at any of the District's sites with state funded projects. Describe your process for designing a new building at an existing campus, renovation of physical education/sports facilities and/or a modernization on an existing site and how you would work with an assigned Construction Manager.

M. Construction and Occupancy

Please describe the desired working relationship in the field with a construction manager or general contractor during construction. List your experience in working with Lease-Lease-Back, general and multi-prime contractors. Describe how change orders can be minimized during construction.

N. References and Description of Experience

This section shall identify similar projects that the firm has completed as outlined in section III, Description of Projects. Indicate the areas of expertise you have previously provided and how the firm's expertise will enable the District to benefit from that expertise. Include the names and sizes of the districts with the names and contact numbers of individuals familiar with your work that can be contacted by District staff.

V. Selection Process

A. Initial Screening-Phase I

The District Superintendent will appoint a Selection Committee composed of district staff and individuals experienced in the school construction industry to screen applicants and select firms for oral interviews.

B. Oral Interviews – PHASE II

A panel composed of members from the district staff as well as experts in the school construction industry and members of the community along with the District Superintendent will interview firms selected for oral interviews. Upon completion of oral interviews, the panel will select architectural firms to be recommended for approval by the LUSD Governing Board.

Target Date for Selected Firm Interviews: **May 10, 2017**

C. LUSD Governing Board Interviews and Selection of Preferred Firms

The Governing Board will review the recommendation of the oral panel committee and the District Superintendent and consider the appointment of the pool of architects for future projects. Further, the District Superintendent, from the pool of approved architects will recommend an architectural firm for specific projects with the understanding that projects to be assigned will occur over the next several years and that the Superintendent's recommendation of the architect and related agreement is subject to approval by the Governing Board.

Target Date for Approval of LRFMP and Preferred Architects: **May 17, 2017**

VI. SELECTION CRITERIA

Architectural firms submitting proposals are advised that all proposals will be evaluated to determine the "best" firms that will be able to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

- Ability to communicate with District personnel regarding the design of educational facilities to support the District's educational programs.
- Experience and expertise of the firm and its consulting engineers.
- Capable personnel to manage the project in the office and supervise construction in the field.
- Experience in developing bid packages and working with contractors under an alternate construction delivery method (construction management with multiple prime, lease/leaseback, construction manager at risk, etc).
- Past record of meeting time schedules and budgets for comparable projects, accuracy of plans and minimum amount for change orders.
- Experience in working with State agencies including the Division of State Architect and the Office of Public School Construction.
- Completeness and quality of the proposal.
- Recommendations and/or visits to completed projects.
- A local office for the firm with the ability to fully staff the project(s) without travel costs or delays.
- Proximity of a fully staffed office for all consulting engineering firms without travel costs or delays.
- Oral interview.

- Proposed method for determining fee.
- Expertise and experience in working with Construction Managers in the design and pre-construction phases.

PROPOSAL FORM

The Governing Board of the Linden Unified School District will select an architect for the LRFMP and a pool of architectural firms that will be used by the District Superintendent to appoint firms for individual new construction, renovation and modernization projects. Once selected for individual projects the selected firm shall be expected to enter into a contract with the District acceptable to both parties within 15 days following notification of being selected to perform architectural services on a specific project with the understanding that the selection and contract is conditional on approval by the Governing Board.

The following “**Offer to Enter Into Agreement**” must be completed and included with responses to the RFQ in order for the proposal to be accepted by the District. As a final reminder, all proposals must be received in the Office of the District Superintendent, Linden Unified School District, 18527 E. Main Street, Linden, Ca. 95236 no later than **2:00 p.m. on April 28, 2017.**

OFFER TO ENTER INTO AGREEMENT

The undersigned hereby proposes to enter into an agreement with the Linden Unified School District and furnish services as outlined in the request for qualifications subject to the terms and conditions contained herein.

Name and Address of Firm

Signature of Authorized Officer or Employee of Firm

Name

Signature

Address

Title

City and State

Date

Telephone Number

Email Address

Fax Number