

# **REQUEST FOR QUALIFICATION**

RFQ No. 100114

## **Architectural/Engineering Services for New K-6 Elementary School**

October 2014



Edward C. Gonzalez  
Superintendent

**Contact:**  
**Susan Harautuneian**  
**Director of Purchasing**  
**Madera Unified School District**  
**1205 S Madera Avenue**  
**Madera, CA 93637**  
**559-675-4548**  
**[susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org)**

## **SECTION 1 - GENERAL INFORMATION**

The Madera Unified School District ("District") is seeking Request for Qualifications from qualified architects to provide architectural, design, engineering and construction administration services for construction of a new K-6 Elementary School (see Attachment "A"). The Architect selected by the District shall provide all the design services and project administration required for the Project.

- A. **One (1) original and four (4) copies of qualification must be submitted in a sealed envelope with the words "RFQ No. 100114 Architectural Services " clearly marked on the outside, no later than 10:00 a.m., Monday October 20th, 2014, to the following address:**

**Madera Unified School District  
Susan Harautuneian  
Director of Purchasing  
1205 S Madera Avenue  
Madera, CA 93637**

RFQs received later than the aforementioned date and time will be returned to architect firm unopened. Facsimile (FAX) copies or e-mailed RFQs will not be accepted.

- B. In order to control information disseminated regarding this Request for Qualifications, architects interested in submitting qualifications are directed **not** to make personal contact with members of the Board of Trustees. Failure to do so may result in the revocation of the submitted qualification from review.

**All questions are to be directed to Susan Harautuneian, Director of Purchasing, via E-mail: [susanharautuneian@maderausd.org](mailto:susanharautuneian@maderausd.org) no later than 9:00 a.m. Wednesday October 15<sup>th</sup>, 2014**

The District reserves the right to accept or reject any or all RFQs, to select a qualified architect with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing qualifications. Responses received from this RFQ will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations and approval of the Board.

## PRIME POINT OF CONTACT

**RFQ No.100114**

*Each proponent's qualification must contain a statement indicating the name of their prime point of contact for the resolution of difficulties with the vendor's proposed offerings.*

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Name of Company

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Address

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Signature

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City

State

Zip Code

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Print Name

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Phone Number

Fax Number

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Title

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Email Address

## **GENERAL INFORMATION**

### **Project Meeting:**

The selected Architect shall be required to attend record, facilitate and make presentations at District or Project meetings as required for purposes of programming, design development and final approval process and as determined by District in its reasonable discretion.

### **Preparation of Documents:**

The selected Architect shall be required to provide all professional disciplines necessary to provide a complete set of construction documents ("Construction Documents"), including, but not limited to , working drawings, general supplementary and special conditions, as required and specifications for the Project ("Bid Documents"). In producing the construction Documents, the selected Architect shall be required to consider all measures designed to minimize or eliminate the necessity for revisions or changes to the construction Documents after commencement of construction. The selected Architect shall be required to assist in performing any value engineering and/or constructability reviews requested by the District. The conduct of constructability review by the District shall not relieve the selected Architect from performing its own constructability review and other quality assurance activities necessary to produce an accurate and comprehensive body of Bid and Construction Documents. The selected Architect shall be required to provide traditional construction administration duties as more fully described and to assist the District in performing preliminary application work for State-funded new construction projects.

### **Required Insurance:**

The selected Architect shall be required to obtain and /or maintain a policy of professional liability insurance, written on an "occurrence" basis, with minimum limits of \$2,000,000 per occurrence/\$4,000,000 aggregate. The selected Architect shall file a certificate of insurance evidencing such policy with the District prior to the execution of the Agreement and Architect shall maintain such insurance throughout the term of the Agreement.

### **Cover Letter:**

Include a cover letter signed by an individual authorized to bind the firm. Include a statement that warrants the truth and accuracy of the information included or representations made in the RFQ.

### **Description of Firm:**

Provide specific information regarding the size, financial strength, location, nature of work performed, years in business and approach that will be used in meeting the District's needs.

### **Background of Architect's Personnel:**

Identify all personnel employed by Architect who will work on the Project, including staff from other local offices, as well as the executives who will support and provide oversight for them. Describe the role and responsibilities of each individual listed. Include a resume for each

person assigned to the Project, specifying that person's education background, experience and continuing education. Resumes must in be included with RFQ.

**Consultants and Engineers:**

List the consulting engineering firms you plan to use on this Project. Include a brief resume of key personnel from each consulting firm who will be working with the District. List consulting engineers in the following sequence:

- a. Structural      b. Mechanical      c. Electrical      d. Civil
- e. Acoustical      f. Landscape      g. Technology

**Knowledge of State Funding for School Construction:**

All projects planned by the District contemplate applications to the State for funding. Briefly describe your firm's knowledge of the State funding requirements and expertise in assisting client district in participating.

**Experience with State Regulatory Agencies:**

It is necessary for public school building programs to be coordinated with and approved by several State of California Regulatory agencies. Use this section of the qualification statement to describe the experiences of your firm in working with State agencies including the Office of Public School Construction, State Allocation Board, Department of Education and Division of State Architect.

**Project Plan and Methodology:**

Briefly describe the procedures your architectural firm will use in conducting each phase of the construction project to insure that the needs of the District will be satisfied and that projects will be completed in a cost effective and timely manner. Use this section to address the ability of your firm to undertake projects, keeping in mind the other workload in your office. Firms located outside the Fresno area should also use this section to describe how the geographical issues will be mitigated.

**Fees:**

Describe the method you propose for charging fees for the project described in this Request for Qualifications. Identify if your fee will be based on time and materials, percentage of construction or a combination of both.

**Interest Statement:**

Briefly describe the particular or main interest your firm has in the projects for which you have submitted qualifications.

**Other:**

Each architectural firm is encouraged to provide any additional information or description of resources the firm feels is pertinent to the Request for Qualifications.

## **SECTION 2-SELECTION PROCESS**

The process that will be used by the District in selection an architectural firm(s) to perform services as outline in this Request for Qualifications will be as follows:

- A. Screening Committee- The District Superintendent or designee will appoint a Screening committee made up of District administrators, members of the Facilities Management and Planning Department and other individuals with architectural and/or engineering experience.
- B. Selection Committee-An Interview Committee may interview the most qualified of the architectural firms ranked by the Screening committee. This committee will be appointed by the Superintendent or designee and will include district personnel.

The Selection committee will recommend one architectural firm to the Governing Board.

## **SECTION 3-EVALUATION**

Architectural firms submitting qualification statements are advised that all responses will be evaluated to determine the firm most qualified to meet the needs of the District. Evaluation will include, but not limited to the criteria listed below.

- 1. General range and level of experience.
- 2. Staff capability
- 3. Experience and expertise of consultants
- 4. Specialized experience with work specific to school district projects or other State of California related projects.
- 5. Skill and creativity in functional design and project administration.
- 6. Demonstrated ability to meet time schedules and budgets.
- 7. Qualifications and degree of participation by firm principals and key personnel including the consultants to be used.
- 8. Statement of philosophy and approach to the design and construction process.
- 9. Lists of similar projects or other State of California related projects completed in the last ten years, giving type, size, cost, location, dates and clients name, address and phone number.
- 10. Proposed method of determining fee.
- 11. Quality of service previously provided to school districts.

12. Completeness of response. In order for qualification statement to be considered, said statement must address items outlined in this request for qualifications.

13. The oral interview and presentation, if required. The District reserves the right to determine firms that will be requested to appear for an oral interview.

Each of the above criteria will be ranked using a numerical scoring system (ex: 1-10). The point total for each category will then be added together to obtain an overall RFQ point total.

**ATTACHMENT "A"**  
**Project Description**

**1. District Representative**

**Name:** Rosalind Cox – Director of Facilities Planning & Construction Mgmt.

**Telephone:** 559/675-4548

**Email:**rosalindcox@maderausd.org

**2. Project Description**

The District seeks the construction of a new elementary school, located at the southwest corner of Road 28 and Avenue 14 ½ in Madera, California. The new school would serve the District's TK through 6<sup>th</sup> grade population. The construction of the new school is the final project on the District's 2006 General Obligation Bond List.



**COMPENSATION**

State how much you expect to be compensated for all your services, time and materials.

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Written Amount\_\_\_\_\_

**REQUEST FOR REFERENCES**

**TO BE EXECUTED AND SUBMITTED WITH RFQ**

All RFQs are to submit with their RFQ at least three (3) previous jobs of similar scope and size completed in the last three years. They must include a contact name and phone number for verification purposes. Failure to provide reference may result in your RFQ being determined non-responsive.

1.

Name of Reference

Contact Person

Address

Phone

Scope of Work:

2.

Name of Reference

Contact Person

Address

Phone

Scope of Work:

3.

Name of Reference

Contact Person

Address

Phone

Scope of Work: