



**REQUEST FOR PROPOSAL #2019-20.14**  
For Architectural Services  
November 4, 2019

The Pleasanton Unified School District invites you to participate in the selection process for architectural services for the Science Building project at Thomas S. Hart Middle School (HMS). PUSD is seeking an architectural firm that will partner with District administration and site administration to design classrooms and facilities to replace the existing leased portable buildings at Thomas S. Hart Middle Schools.

The District is inviting the firms in the Board approved PUSD architectural pool to submit proposals as described in the attached instructions. One (1) original proposal and three (3) proposal copies, and one (1) electronic copy shall be submitted to:

Amy Nichols, Senior Director of Procurement and Technology  
Pleasanton Unified School District  
4750 First Street, Pleasanton, CA 94566  
[purchasing@pleasantonusd.net](mailto:purchasing@pleasantonusd.net)

Proposals for the scope of work are due to the District by 2:00pm on **Thursday, December 12, 2019**. Up to three firms will be asked to interview. By submitting your proposal, you are confirming your availability to attend an interview on **Tuesday, January 7, 2020** at the Pleasanton Unified District Office, between 9:00 a.m. and 12:00 p.m. Firms will be notified by **Friday, December 20, 2019** of selection status and interview time as applicable.

Proposals may be mailed or hand delivered to Amy Nichols, Senior Director of Procurement and Technology, Pleasanton Unified School District, 4750 First Street, Pleasanton, CA 94566. An electronic copy of the proposal should also be emailed to [purchasing@pleasantonusd.net](mailto:purchasing@pleasantonusd.net) before the deadline above. Questions may be directed to the Purchasing Department at the above email address. The District looks forward to receiving your response.

# INSTRUCTIONS FOR SUBMITTING PROPOSALS

## Thomas S. Hart Middle School Science Classroom Replacement Project

### 1.0. REQUIRED INFORMATION IN PROPOSAL

All materials submitted to the District in response to this Request for Proposals shall remain the property of the District.

### 1.1. FIRM INFORMATION

Provide a brief history of your firm.

- A) Identify legal form, ownership, and senior officials of the company.
- B) Describe number of years in business and types of business conducted.
- C) Identify all Pre-K-12 projects performed by your firm(s) in the past 5 years, including:
  - i) Name of project and district
  - ii) Contact person and telephone number at district
  - iii) Firm person in charge of each project
  - iv) Dollar value of each project.

### 1.2. PROPOSED PROJECT TEAM

The selected firm shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the planning, design and general administration of the project.

Identify the key personnel your firm would assign to Thomas S. Hart Middle School Science Classroom Replacement Project for each phase of work, including their roles. Describe for each his or her experience with similar K-12 projects, including identifying those projects for the past 5 years. List license numbers and dates. Note: Persons identified as key personnel must attend the interview and will be required in the District contract to be assigned to the District's projects unless they leave the firm's employ or the District requires their removal.

Describe the firm's experience with state and other agencies involved in the planning, design, and construction process for similar K-12 projects. Describe the firm's quality control systems, consultant team, including ability to monitor sub consultants, if any.

### 1.3. COST AND PRICE SUMMARY

Provide a fee and price summary, and current rate structure for work per industry standard your firm proposes for the requested work.

For additional suggested services, describe the type of service, costs and a proposed fee structure to the District.

**The total estimated construction budget is \$8M.**

## 2.0 DISTRICT'S EVALUATION PROCESS

### 2.1. DISTRICT PERFORMANCE REVIEW

All proposals are to be incorporated into your presentation at your designated interview time.

The District will conduct interviews of three firms from the District's architectural pool deemed most qualified to perform the types of work identified herein. By accepting the invitation to interview, you are confirming your ability to commit to the scheduled timeline as described in section 5.0. Key team members from your firm's office must attend the interview.

### 2.2. FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this Request for Proposal, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District makes no representation that participation in the Request for Proposal process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any proposal in response to this Request for Proposal.

The awarding of the contract(s), if at all, is at the sole discretion of the District. The District expects to recommend award of contract(s) for the services identified in this Request for Proposal within thirty (30) days of the end of the evaluation and interview process. The anticipated date to request Board award of contract is **January 28, 2020**.

## 3.0 DESIGN EXERCISE

### 3.1. GENERAL

As part of responses to this RFP, firms are required to provide two site layouts which represents your best thinking for Thomas S. Hart. We want to see something beyond a bubble diagram but short of perspectives or renderings. As you format your presentation, consider such elements as;

Key site features including but not limited to:

- A) Site layout
- B) Building areas and all support spaces
- C) Hard court area and playfields
- D) Site access, parking, and drop off
- E) Utility & corp yard
- F) Removal of the existing portable buildings
- G) Interim housing during construction, if needed.

Key campus buildings including:

- A) Classrooms, support buildings, and building shapes
- B) Existing buildings proposed to remain
- C) Classroom counts and restroom counts
- D) Sports Fields and Gymnasium
- E) Orientation and fit into surrounding neighborhood
- F) Slopes on site and differential elevations across site

### 3.2. PROJECT PARTICULARS AND SCHOOL SITE INFORMATION

Thomas S. Hart Middle School is located at 4433 Willow Road, Pleasanton, CA 94588, the cross street is Gibraltar Drive. The school site is approximately 18.8 acres. The school serves 6-8, and the current enrollment as of November 2019 is 1198. The District currently leases 3 relocatable classrooms at Hart Middle School.

### 3.3. DESIGN EXERCISE INFORMATION INCLUDED IN RFP



## 4.0 DESIGN EXERCISE DELIVERABLES

4.1. One (1) mounted full size (30" x 42" color) of your schematic design, no options. You will be presenting from the single mounted board in a "round table" or similar fashion. Do not include electronic media in your presentation. As part of your presentation, identify specific opportunities and challenges, both building and programmatic.

4.2 Additional information that you believe is important for PUSD to know with regard to your schematic design, in 8.5" x 11" supplemental packet, five (5) total copies.

This deliverable information is in addition to the firm information listed elsewhere in this RPF.

## 5.0 TENTATIVE SCHEDULE TIMELINE

Mandatory Job Walk:	Tuesday, November 12, 2019 (2:30 p.m. - 3:30 p.m.)
Last Day to Send Questions to Pleasanton Unified School District Purchasing Department	Monday, November 18, 2019
District Responses Posted on Website	Monday, November 25, 2019
Proposals due:	Thursday, December 12, 2019 (before 2:00 p.m.)
Notification to firms selected for interviews:	Monday, December 20, 2019
Interviews:	Tuesday, January 7, 2020 (9:00 a.m. to 12:00 p.m.)
Board of Trustees award of contract:	Tuesday, January 28, 2020
Anticipated Design Phase	February - August 2020
Anticipated DSA Submittal Review	September 2020 - February 2021
Anticipated Construction Start Date	April 2021
Anticipated Completion	July 2022