

The Architect/Engineering (AE) firm selection process began with the District's release of a Statement of Qualifications (SOQ). This document required the AE submitters to provide the following:

**STATEMENT OF QUALIFICATIONS**

- I. GENERAL
  - A. Instructions
  - B. Submittal of SOQ'S
  - C. Signatures
  - D. Disqualified SOQ's
  - E. Withdrawal of SOQ's
  - F. Copies of SOQ's
  - G. Contacts
  - H. District Required Forms
  - I. Rights of the District
- I. FINANCIAL PLAN
  - A. General Obligation Bonds
  - B. Developer Fees
  - C. Other Local Funds
  - D. Projected State Facility Funds
  - E. Possible Federal Grants
- II. DESCRIPTION OF SERVICERS REQUIRED
  - A. Selection of Qualified Organization
  - B. Purpose of Request for Qualifications
  - C. Scope of Services
- III. CONTENTS OF STATEMENTS OF QUALIFICATIONS
  - A. General
  - B. Submittal Letter
  - C. Table of Contents
  - D. Description of Firm
  - E. Project Team
  - F. Background of Assigned Staff
  - G. DVBE Requirements
  - H. Project Team
  - I. References
  - J. Management of Workload
  - K. Fees
  - L. Design Process – New Construction
  - M. Design Process – Modernization/Building Additions/Remodels at Existing Sites
  - N. Construction and Occupancy
  - O. Legal Issues
  - P. Other

#### IV. Selection Process

- A. Initial Screening – Phase I
- B. Oral Interviews – Phase II
- C. Recommendation of “Preferred” Architectural Firm(s)
- D. Selection Criteria

#### APPENDIX 1

##### DISTRICT REQUIRED FORMS

PROPOSAL FORM

TERMS AND CONDITIONS

QUALIFICATION CERTIFICATION

NONCOLLUSION AFFIDAVIT TO BE EXECUTED AND RETURNED WITH PROPOSAL

#### **A total of 8 AE firms submitted SOQ’s for the District’s review and consideration:**

Dyson Janzen Architects, Inc.  
IBI Group  
Klassen Corporation  
nineteen Six 19-6 Architects  
PBK-WLC  
Ravatt, Albrecht & Associates, Inc.  
Roesling Nakamura Terada Architects  
TETER, LLP

#### **The District organized a review panel to review the submitted SOQ’s. The panel was comprised of the following participants Phase I:**

Ricardo Reyes, Facilities and Planning Manager, PRJUSD  
Christina Bennett, Purchasing Manager, PRJUSD  
Celia Moses, Principal, Georgia Brown Elementary School  
Hugo Bastido, Director, Operational Services, SLOCOE  
Chris Bonin, Director Facilities, Operations and Transportation, SLCUSD

#### **After reviewing the submitted SOQ’s it was determined that the following firms would be interviewed by the panel Phase II:**

Dyson Janzen Architects, Inc.  
IBI Group  
nineteen Six 19-6 Architects  
PBK-WLC

**Typically, the AE firms that advance to the Interview phase are asked to make a presentation to the interview panel and are required to respond to questions posed by the panel. The District decided to take a different approach to this interview phase. It was decided that the sessions would focus on questions that reflect typical issues that District’s face when working with AE’s. The district decided not to review presentations containing images of projects. The following are questions that were asked at the interview:**

PRJUSD Architect Interview Questions  
RFQ20-21-005  
May 26, 2021

1. Introductions – PRJUSD and invited panel members 5min.
  
2. AE Team Introductions 10 min.:
  - a. Explain the composition of your team.
  - b. Each attendee, introduce yourselves and briefly describe role and responsibility.
  - c. Describe the qualifications of the support staff, including those below the principal/project manager level, who will be directly involved in the project.
  
3. Questions 30 min.:
  - a. How do you organize your project team, and how would they relate to our team?
  - b. What are your firm's first step toward achieving a successful project completion?
  - c. How do you gain an understanding of our District and needs and expectations?
  - d. Present to the district how your team is going to approach projects. Specifically address the following:
    - i. Statement of scope
    - ii. Design philosophy and process
    - iii. Cost control
    - iv. Schedule and reporting system
    - v. Quality assurance plan, what quality control process do you use for your plans and specifications?
    - vi. Ability to provide responsive service and staff continuity throughout the project
    - vii. Project work plan
    - viii. Methodology Do you provide constructability and value engineering of your projects, and how do you approach constructability of your firm's plans?
  - e. In an architect agreement, who should have the ultimate authority over the project, including aesthetics and similar design issues?
  - f. What methods do you use to evaluate your designs?
  - g. What is your preferred construction delivery method and why? Tell us about your experience in working with the lease/leaseback project delivery method?
  - h. Please tell us about your depth of experience in working with the various State agencies (DSA, DTSC, OPSC, and CDE)?