

**REQUEST FOR QUALIFICATIONS (RFQ) RFQ #A/E 003
MEASURE A ARCHITECTURAL SERVICES**

NOTICE IS HEREBY GIVEN that San Rafael City Schools ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and design services for selected Measure A and Measure B bond program ("Program") projects identified within the District's Master Facilities Plan. Information regarding the District's Program is available at: <http://www.srcs.org/mfp>.

THIS RFQ REPLACES THE PRIOR SOLICITATION, DATED OCTOBER 27, 2015.

In order for responses submitted under the previous RFQ to be considered, the respondent must confirm the following in writing, before May 11, 2016:

- Respondent wishes to stand on its previous submission, without any changes;
- Respondent has reviewed the indemnity and professional liability provisions contained in the form agreement attached to the RFQ dated [October 27, 2015 as Appendix A, and has no objections to those terms;
- Respondent accepts the terms of the form Architect Agreement and exhibits attached to this RFQ as Appendix A, subject only to specific written objections thereto;
- Respondent certifies that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District;
- Respondent certifies that no official or employee of the firm has ever been convicted of an ethics violation; and
- Respondent signs its written confirmation, including the certification that: "[INSERT ARCHITECTURAL SERVICES FIRM'S NAME] declares that all information provided in its submission to the RFQ dated October 27, 2015, and all information provided in this confirmation, is true and correct."

NO RESPONDENT FROM THE PREVIOUS RFQ IS BARRED FROM SUBMITTING A RESPONSE TO THE CURRENT RFQ. PLEASE TAKE NOTICE: Responses to the current RFQ will supersede and replace any previous submission.

Respondents to this RFQ should mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on CD or flash drive of their Statement of Qualifications ("SOQ"), as further described herein, to:

San Rafael City Schools
Business Services
310 Nova Albion Way
San Rafael, CA 94903
Attn: Chris Thomas
(415) 492-3205

ALL RESPONSES ARE DUE BY 2:00 P.M., ON Wednesday, May 11, 2016. Any SOQ received after that date and time will not be accepted and will be returned unopened.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

Each submittal must conform and be responsive to the requirements set forth in this RFQ.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a program management respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ please call or email bondprojectinfo@srcs.org before 4:00 pm on April 21, 2016. Answers will be posted on the District website by 4:30pm. on Wednesday, May 4, 2016.

BACKGROUND

San Rafael City Schools ("District") is seeking Statements of Qualifications ("SOQ") from experienced entities to provide full architectural services ("Project Architect") for projects to be selected from those Measure A and Measure B bond program ("Program") projects identified under the District's Master Facilities Plan. This RFQ defines the design services sought from the Project Architect, and information regarding the District's Program and Master Facilities Plan is available at: <http://www.srcs.org/mfp>.

Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on the property that will enhance the operational objectives of the District. The District intends to select a pool of qualified firms for future consideration to provide architectural services for certain future projects.

LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ. The awarding of the Project Architect contract(s), if at all, is at the sole discretion of the District.

The SOQs, and any other supporting materials submitted to the District in response to this RFQ, will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQs shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ.

FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and shall be afforded full opportunity to submit SOQs in response to this RFQ/P and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity

shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District will maintain a pool of qualified architectural services firms. Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District's sole discretion.

SCOPE OF SERVICES

The Scope of Services includes full architectural services for through the design and construction phases of Program projects. The Scope of Services shall also include preparation of a budget for specific Program projects. The Project Architect will also meet, as needed, with District Facilities staff, neighborhood organizations, and upper level District administrators for programming guidance.

FORMAT REQUIREMENTS

Firms responding to this RFQ must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc. Provide five bound copies and one unbound copy.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the SOQ.

- The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:
 - No divider sheets or tab.
 - Pages with proprietary information removed.
 - A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.
- The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

CONTENT REQUIREMENTS

1. COVER LETTER (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the architectural services firm. If the architectural services firm is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.

- Respondent must include the follow statement: *"[INSERT ARCHITECTURAL SERVICES FIRM'S NAME] received a copy of the District's form of Architectural Services Agreement ("Agreement") attached as Appendix "A" to the RFQ. [INSERT ARCHITECTURAL SERVICES FIRM'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT ARCHITECTURAL SERVICES FIRM'S NAME] has no objections to the use of the Agreement."*
- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: *"By virtue of submission of this Statement of Qualifications, [INSERT ARCHITECTURAL SERVICES FIRM'S NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- Firm name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License and/or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including the date that the firm was established under its given name.
- Number of employees (licensed professionals, technical support.)
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. RELEVANT QUALIFICATIONS

- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
- Describe the approach to conformance with Federal/State/Local applicable code requirements.

- Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of school facility modernization projects.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe your experience with DSA and working within the DSA processes.
- Describe your firm approach modernization projects versus new construction projects.
- Describe your experience with the Commissioning process.
- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design and LEED in the context of similar facilities.
- Describe your experience with pre-checked designs, giving specific project details.

4. RELEVANT PROJECT EXPERIENCE

- Provide information about prior services furnished/designs prepared by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects, including the following data for each project:
 - District name and name of contact person, title, telephone number, and email address to be contacted for a reference
 - Project name and location
 - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification)
 - Square footage
 - Main program elements
 - Original budget, bid amount & final amount at close-out
 - Number of RFI's and Change Orders of each project
 - Key individuals of the firm involved and their roles in the project
 - Sub-consultants, if any, that worked with the firm
 - If work was not exclusively by the firm (i.e., joint venture, association), specify role of firm or individual
 - Identify whether the project was closed-out with DSA
 - Briefly state relevance of projects included for consideration in this RFQ
- Identify any and all K-12 educational projects that have not been closed-out by DSA and provide explanation.

5. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their qualifications relevant to architectural services for a project. Include current

fee schedule per hour for proposed firm members(s) and prospective subcontractors.

- Each SOQ must include evidence that the architectural services firm is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.
- The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

6. LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A SOQ failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

7. FEE RATE SHEET

Provide your fee rate sheet, including hourly billing rates by position.

8. APPENDIX

- Firm brochure/history/background, reprints, etc.
- Key team member resumes

SELECTION PROCESS

A Selection Committee will evaluate all submissions. Based upon the information presented in the submissions, the District's Selection Committee will select firms for interviews. After the interviews, the Selection Committee will identify the qualified firm(s) for inclusion in a pool of qualified firms for future consideration to provide architectural services for projects under Measures A and/or B.

SELECTION CRITERIA

1) Firm Qualifications

- a) Location of office and accessibility to the projects.
- b) Reputation of the firm.
 - i) Satisfaction of previous clients (client relationships).
 - ii) Timeliness of work and ability of the firm to meet schedules.
 - iii) Accuracy of cost estimates.
- c) Current commitments and ability of firm to handle several simultaneous projects.

- d) Level of construction administration services, which are provided by the firm and its consultants during construction.
- e) Capacity and commitment to provide services to client.
- f) Project Architect's knowledge of applicable state regulations.

2) Design Qualifications

- a) Experience in planning, design, cost estimating, and administering the construction of public school renovation and repair projects.
- b) Experience in successful and timely approval of firm's projects through all state and local regulatory agencies.
- c) Ability to assist with preparing and/or modifying Education Specifications as required by the State agencies and the District's design committee.
- d) Experience with construction cost reduction measures such as, but not limited to, re-use of design plans and construction design.
- e) Knowledge of state laws, the American with Disabilities Act, and other governmental requirements for elementary schools.
- f) Use of energy savings and value engineering in design.
- g) Change Order experience.
- h) Experience in data communication systems used in schools.

DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request an architectural services firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the Selection Committee's discretion, firms may be asked to arrange a tour of a representative facility which they have been responsible for.

INTERVIEWS

The District, at its sole discretion, may elect to interview selected firm(s). The District may elect to interview one or more firms. If a firm is requested to come for an interview, key staff will be expected to attend the interview. The interview will be an opportunity for the District's selection committee to review the firm's qualifications and other matters the committee deems relevant to its evaluation. **Any comments or objections to the form of Agreement attached hereto as Appendix "A" shall be provided in writing before the interview and may be the subject of inquiry at the interview.**

Following the interviews, it is expected that the selection committee will make recommendations to District staff regarding selected firms to be part of the District's pool.

FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any SOQ as non-responsive, and/or not to contract with any architectural services firm for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ or response to this RFQ, including any supporting materials.

The awarding of a contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ.

RFQ RESPONSE SCHEDULE SUMMARY:

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE
April 5, 2016	Release and advertisement of RFQ #A/E 003.	
April 21, 2016	Deadline for submission of written questions to District concerning RFQ #A/E 003.	5:00 p.m.
May 11, 2016	Deadline for all submissions in response to RFQ #A/E 003.	2:00 p.m.
May 18, 2016	Release of short-listed firms selected to respond to Request for Proposals ("RFQ").	5:00 p.m.
Week of May 30, 2016	Interviews of short-listed firms.	Begin 9:00 a.m. / continue as needed thru holiday season
May 19, 2016	Notification to selected firm(s)	

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!