

Williams Unified School District
499 Marguerite Street, Suite C, Williams, CA 95987
(530) 473-2550
(530) 473-5894 fax

February 21, 2017

**REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES – Various Projects
RFQ/RFP No. 17-001**

The Williams Unified School District (“District”) is inviting submittals from qualified architects to provide architectural, design and engineering services for the construction of various school facility projects in the District.

The District expects to establish and maintain a short list or pool of qualified architectural firms that can provide full service architectural services to the District including electrical, mechanical, civil, and structural engineering for the design of various school construction projects. The District proposes to construct improvements throughout the District, including the **Williams High School Modular Weight Room**. The District has not yet selected a construction delivery method for the proposed projects. The District will diligently follow up on references regarding the above qualifications.

A copy of the Request for Qualifications/Request for Proposals (“RFQ/RFP”) is available for download on the District Representative’s website at: http://landmarkconst.net/?page_id=542 . Interested firms may also obtain a hard copy of the RFQ/RFP at the address listed below.

Three (3) copies of your complete RFQ/RFP response must be received by the District no later than **2:00pm on March 17, 2017**.

**Williams Unified School District
Attn: David Conner, District Representative
499 Marguerite Street, Suite C
Williams, CA 95987**

Questions regarding this RFQ/RFP may be directed to The District’s Representative, **David Conner**, at (916) 663-1953 or email at frontdesk@landmarkconst.net.

This is not a formal request for bids, nor an offer to contract with any party responding to this RFQ/RFP. The District reserves the right to reject any and all responses.

Sincerely,

David Conner

David Conner, District Representative

RFQ/RFP – ARCHITECT (Various Projects)

00555-00005/3481373.1

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STATEMENT OF QUALIFICATIONS

The Williams Unified School District (“District”) is inviting submittals from qualified architects to provide professional architectural, design, and engineering services for various school construction projects, including the **Williams High School Modular Weight Room**.

TERMS AND CONDITIONS

A. GENERAL

1. Responsibilities of Architect

The responsibilities and duties listed below are stated in general terms and are for informational purposes only. The parties may negotiate an architectural services agreement after a recommended architect has been selected.

The selected architect shall be responsible for providing architectural, design, and engineering services for one or more of the projects. The architect’s basic services include structural, mechanical, electrical engineering, and civil engineering services. Responsibilities include, but are not limited to, production of a complete and accurate set of construction documents, review of the agreement between the District and contractor, assistance in obtaining required approvals, utility review, planning surveys, coordination meetings, drawing revisions, programmatic changes, cost estimates, interior design, material consistency, public presentations, user group meetings, geotechnical investigations, topographical surveys, environmental services, preparation and submittal of California Geological Survey application, and legal compliance. Basic duties shall also include the preparation of bid documents and the administration of the project(s), including review of submittals, change order requests, requests for information, progress payment requests, and observation of construction.

The architect and the construction manager (or contractor) will work together in a cooperative and professional manner for the orderly and timely completion of the project(s), and shall coordinate their activities. The architect shall also coordinate with any other District consultants or employees involved with the project(s) to the extent appropriate.

2. Questions and Inquiries

Any questions regarding this RFQ/RFP or the projects shall be directed, in writing, to the District Representative specified below. Transmission of questions may be made by fax or e-mail and must be received by the District by not later than the date and time established as the “RFI Deadline” in Item 3 below.

Proposers are strongly cautioned to refrain from contacting any other member of the District staff, administration or any member of the District’s governing board

prior to the final selection of an architect for the project(s). Doing so may result in immediate disqualification of a proposer's response to this RFQ/RFP.

District Representative:

Name: David Conner, District Representative
Telephone: (916) 663-1953
Email: frontdesk@landmarkconst.net

3. Deadlines, Schedules, and Location for Submission

Advertisement: February 21, 2017
RFI Deadline: **March 10, 2017 at 10:00am**
Addendum Issued: _____
Response Due: March 17, 2017
Time: 2:00pm
Evaluations Completed: March 31, 2017
Interviews of Firms: **Monday, April 10, 2017** Week of"
Board Meeting/Award: Thursday, April 27, 2017

Submissions may be withdrawn at any time prior to the closing date and time for receipt thereof specified above.

B. INSTRUCTIONS FOR SUBMITTING RESPONSE

Each architect responding to the RFQ/RFP shall address the following items in its response.

1. Cover Letter

A maximum one-page, dated introductory letter must be submitted including the legal name of the respondent, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the qualifications on behalf of the architect.

2. Table of Contents

A table of contents of the material contained in the qualifications should follow the cover letter.

3. Executive Summary

The executive summary should contain an outline of architect's general management style and business approach, along with a brief summary of architect's qualifications to engage in a professional relationship with the District.

4. Description of Firm

Provide specific information regarding the size, financial strength, location, nature of work performed, number of employees, years in business, California business license number, and tax identification number of your architectural firm. Please identify the principal-in-charge who will serve as the District's main contact throughout the project(s). Include the address, telephone, and fax number of the office that will be primarily responsible for providing services under the proposal.

5. Background of Architect's Personnel

Identify and provide the background of employees whom the architect expects will be utilized on the project(s). The District understands that this list may not be exhaustive or exclusive, but it will provide the District with illustrations of the background and experience of the architect's employees.

6. Consultants and Engineers

Provide the District with an understanding as to architect's customary practice in subcontracting out work on projects. Please also provide the District with a list of consultants, e.g., consulting designers, consulting engineers, or engineering firms (collectively, "Engineers") whom the architect expects will be utilized on the project(s). As stated above, the District does not expect this list of consultants to be exhaustive or exclusive, but it will provide the District with illustrations of the background and experience of the architect's consultants.

7. Experience in Design and Construction of School Facilities

Provide a detailed summary of the architect's experience in working with other California public school districts, including information regarding programming, planning, and providing "field" services for the construction of education facilities at the grade levels for which the projects are intended. Provide specific examples of projects of similar scope, character, and value as that included in this RFQ/RFP. Please also identify the types of projects for which the architect has the most experience or specialization.

8. Experience with Green Technology

Describe the architect's experience, approach, and methodology in regard to:

- LEED Certification
- Collaborative for High Performing Schools ("CHPS")
- California Green Building Standards Code
- Green Buildings and Construction in General

9. Litigation History — Architectural Design and Construction Related

The architect shall list all architectural, design, engineering, and construction-related litigation in the last five (5) years, filed either by an owner or an owner's consultant or contractor, which names the architect, architect's employees, architect's consultants, Engineers, or consultant's employees as defendants of any tier. State the nature of the complaint, the beginning and end date, or anticipated end date, of each lawsuit, case number of proceeding, and the judgment or resolution or the anticipated judgment or resolution.

The architect shall also provide specific information on termination for default and information concerning any convictions for filing false claims within the past five (5) years.

The architect shall state whether the architect has or has not filed a petition for bankruptcy. If the architect has filed a petition for bankruptcy, the architect shall provide the date the petition was filed and identify the jurisdiction in which the petition was filed.

10. Complaints Lodged with Local, State, or Professional Agencies

The architect shall disclose the complaint(s), if any, that have been lodged against the architect with any local public agency, any agency of the State of California, or any professional organization with which the architect is affiliated and, if so, describe the nature of the complaint(s) and outcome(s) or anticipated outcome(s).

11. Insurance Claims History

The architect shall describe the outcome of claims, if any, filed against architect's general liability, professional liability, or automobile liability insurance carriers during the past five (5) years. Identify the architect's insurance carriers' name and address and policy number(s) for General Liability and Professional Liability for the past five (5) years.

12. Experience with Owner Controlled Insurance Programs

Please describe the architect's experience with Owner Controlled Insurance Programs (if any) including, but not limited to, the Statewide Educational Wrap Up Program ("SEWUP").

13. Project Experience and References

The architect shall list a minimum of five (5) references for whom architect has provided full service architectural work in California for state or locally funded public school construction. Please include the following information:

- 1) Year(s) of design
- 2) School district

- 3) Current contact person
- 4) Title/position
- 5) Contact phone number
- 6) Project description
- 7) Dollar value of the project
- 9) Delivery method
- 10) Duration of design
- 11) Duration of construction
- 12) Division of the State Architect (“DSA”) Closeout (# of months)

Please note these projects must be available for visitation, if required. Site visits will, if required, be arranged through the architect during the final stages of the screening and selection process.

At least three (3) of the projects must be demonstrated to show project certification by DSA under letter type #1 or #2. Include DSA application number and verify that this is shown on the DSA website or provide other written documentation.

14. Experience with State Regulatory Agencies

Specify the architect’s experience working with State agencies, including the Office of Public School Construction, State Allocation Board, California Department of Education, DSA, and the Department of Toxic Substances Control.

15. Knowledge of State-Funded School Construction Projects

Describe the knowledge possessed by the architect’s personnel regarding the requirements for State-funded school facilities construction projects, including architect’s experience with the application and funding process.

16. Project Plan and Methodology

Describe the procedures architect will employ to ensure that the needs of the District will be satisfied, including completion of the project(s) in a cost-effective and timely manner.

17. Joint Ventures and Associations

If the proposed projects are to be undertaken by the architect in joint venture or in association with one or more other entities, identify the parties involved in such a joint effort, the roles and responsibilities of each party, and whether all parties will be jointly and severally liable for performance and all contractual liabilities.

18. Fee Estimate Range and Terms

Describe the method proposed by the architect for calculating and charging fees for performance of the work on the projects, including whether the fee will be based on time and material, percentage of construction, a fixed fee, a not-to-exceed fee, some other method, or a combination of methods.

If the proposed fee approach includes hourly rates for additional services, describe the additional services and the hourly rates or costs associated with these services.

Identify whether the architect proposes to bill reimbursable costs at cost or to add a mark-up to such costs.

The fee shall be negotiated with the District should the architect be selected to perform the work.

19. Method of Project Delivery

Describe architect's experiences with various project delivery methods applicable to public school construction, such as a construction manager with multiple prime contractors, etc.

20. Insurance Requirements

- a) A letter from insurance company indicating ability to provide insurance. Insurance requirements include the following:
 - 1) A.M. Best financial rating of not less than A-: VII.
 - 2) Commercial General Liability Insurance: Commercial General Liability insurance shall be at least as broad as Insurance Services Office General Liability Coverage (Occurrence Form CG 0001.) One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage Two Million Dollars (\$2,000,000) aggregate.
 - 3) Automobile Liability Insurance: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Two Million Dollars (\$2,000,000) for bodily injury and property damage each accident limit.
 - 4) Workers' Compensation and Employer's Liability Insurance. The respondent shall insure (or be a qualified self-insured) under the applicable tax laws relating to workers' compensation insurance, all of their employees in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The respondent shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease.

- 5) E&O Professional Liability Insurance: The respondent shall provide professional liability insurance in the amount of at least:
\$1,000,000 per occurrence, \$2,000,000 aggregate for projects with anticipated Project Costs of \$5,000,000 or less;
\$2,000,000 per occurrence, \$5,000,000 aggregate for projects with anticipated Project Costs between \$5,000,000 and \$15,000,000; and
\$5,000,000 per occurrence, \$10,000,000 aggregate for projects with anticipated Project Costs over \$15,000,000.
- 6) All insurance will be in a form and with insurance companies acceptable to the District.
- 7) Insurance carriers shall be qualified to do business in California and maintain an agent for process within the state.
- 8) All insurance policies shall provide that the insurance coverage shall not be cancelled or reduced by the insurance carrier without thirty (30) days prior written notice to the District (10 day Notice for Cancellation due to non-payment of premium is acceptable). Proposer agrees that it will not cancel or reduce said insurance coverage.
- 9) Proposer agrees that if it does not keep the aforesaid insurance in full force and effect, District may either immediately terminate this agreement or, if insurance is available at a reasonable cost, District may purchase necessary insurance and pay, at Proposer's expense, the premium thereon.
- 10) At all times during the term of the agreement, Proposer shall maintain on file with the District a certificate of insurance, on the form provided by the District, showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the District as an additional insured (except for the workers compensation and professional liability policies), providing that the policies cannot be cancelled or reduced, except on thirty (30) days written notice to the District (10 day Notice for Cancellation due to non-payment of premium is acceptable), and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions set for the in this agreement. Proposer shall promptly file with the District clerk such certificate or certificates.
- 11) The insurance provided by the Proposer shall be primary to any coverage available to the District. The insurance policies shall include provisions for waiver of subrogation.

21. Other

Each architect is encouraged to provide a description of resources or any other information the architect believes is pertinent to its proposal. Do not include brochures or other marketing-related materials.

C. DISTRICT'S EVALUATION PROCESS

The District's selection process will include a screening review and evaluation of responses by District staff and/or consultants. Selection of the architect(s) will be based on demonstrated competence and on the professional qualifications necessary to meet the District's needs to perform architectural, design, and engineering services as described in this RFQ/RFP. The District may perform an investigation of the architects that extends beyond contacting the school districts or other entities identified in the proposals. After an initial screening of architects, the District intends to conduct in-person interviews with three or more architects.

The District reserves the right to contract with any architect responding to this RFQ/RFP and to reject any response which is non-responsive or fails to meet the minimum requirements of this RFQ/RFP. The District makes no representation that participation in the RFQ/RFP process will lead to an award of a contract or any agreement.

The District reserves the right to waive any irregularities in a proposal, reject any and all proposals, to amend the RFQ/RFP process, or to discontinue the process at any time. The District further reserves the right to cancel this RFQ/RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation, or other marketing costs associated with this RFQ/RFP.

The District shall have the right to request additional information from any or all of the proposing architects, to select, in its sole discretion, architects that will be interviewed, and to recommend to the District's Governing Board the architect(s) that best meet the needs of the District. The Governing Board will make the final selection of architect(s) and establish a short list or pool of architects. District staff will be authorized to negotiate and enter into agreements on a project-specific basis, subject to approval/ratification by the Governing Board.

D. MISCELLANEOUS

Tabular should be provided for each of the sections listed in Section B above. The RFQ/RFP response shall not exceed fifty (50) pages, excluding front and back covers, tabs, and appendices (if any). The individual or official of architect who has the authority to contractually bind architect must sign the RFQ/RFP response.

The RFQ/RFP response preparation and associated costs are the sole responsibility of architect and will not be reimbursed by the District.

Submission of proposals by facsimile or email is not acceptable. Architect is entirely responsible for the means of delivering the proposal to the appropriate office on time. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

All questions, interpretations, or clarifications, either administrative or technical, must be presented in writing and directed to:

Williams Unified School District
499 Marguerite Street, Suite C
Williams, CA 95987
Attn: David Conner, District Representative
(916) 663-1953
frontdesk@landmarkconst.net

CERTIFICATION

I certify that I have read the attached **Request for Qualifications/Request for Proposals – Architectural Services** and the instructions for providing a response. I further certify that I must submit three (3) copies of architect’s response to this request and that I am authorized to commit architect to the qualifications submitted.

Signature	Type or Print Name
Title	Company
Address	
Telephone	Fax

corporation, Date
seal

If you are responding as a
please provide your corporate
here:

All materials submitted in response to this RFQ/RFP shall become the property of the Williams Unified School District.