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**School Site
Solutions, Inc.**

*K-12 School Site and Facilities
Specialists*

**Soledad Unified School District
Architect Request for Qualifications
Teacher Work Force Housing
RFQ Due: 2:00 PM April 16, 2021**

Description:

The SOLEDAD UNIFIED SCHOOL DISTRICT (DISTRICT) is soliciting Statements of Qualifications from firms interested in providing professional architectural services relating to the design of a proposed teacher work force housing project. Firms with relevant experience and qualifications are encouraged to respond. The purpose of the RFQ is to identify qualified respondents. As part of the selection process, firms are requested to present their qualifications and proposed approach in an interview process. The school district; however, reserves the right to select the firm which it believes will best suit the needs of the District based on the presentation of the RFQ.

Responses:

All RFQ SUBMITTALS ARE DUE BY APRIL 16, 2021 at 2:00 PM. PLEASE DELIVER 3 (THREE) COPIES OF THE RFQ PROPOSAL TO THE BUSINESS OFFICE AT THE FOLLOWING ADDRESS: 1261 Metz Rd, Soledad, CA 93960. Please address your RFQ to Mr. Randy Bangs, Interim Superintendent. Your firm's interview date and time will be confirmed via email from the District. Interview will be held remotely via the district's virtual meeting place. Firms are requested to provide information regarding their qualifications and prior teacher work force housing or similar design experience. The firm's interview team should include the main principals who will be working on the District's project. Prospective interviews will be scheduled during the last week of April. The District anticipates board approval for the most qualified firm at their May 12, 2021 school board meeting.

Section 1: Architect Scope of Services: (15 PTS)

Scope of Services:

It is anticipated that the selected architectural firm's responsibilities will include services in all of the following project phases; services may include the following:

- **Programming and Planning** – Assist the District in determining an appropriate project scope, budget and schedule.
- **Design Services** – Preliminary planning, schematic design, design development and preparation of construction documents, including specifications and cost estimates for construction.
- **Procurement Services** – Provide procurement services, including facilitation of the pre-

procurement meeting, answering questions from interested contractors and preparing any addenda required. This project will be constructed under a public works contract.

- Construction Services – Provide construction administration services including submittal review, response to requests for information, preparation of change orders, preparation of record documents, attend job-site meetings and intermittent site review to confirm that construction is in general accordance with design intent.

Following the selection of the architect through this RFQ process, the District will negotiate an architectural services agreement with the selected architect which must be mutually agreed to and executed before the selected architect is formally hired. The final Scope of Services, together with the architect's negotiated fee, will be included in the final agreement. The architect will perform all necessary design, procurement, and construction administration services for the completion of site and building construction. Architect selection is anticipated to be completed in May of 2021.

Section 2: Criteria for Selection: (25 PTS)

The purpose of this RFQ is to identify qualified firms that are the most capable of providing the described services. The RFQ submittal should be organized to clearly address the following selection criteria, which will be used in evaluation of qualifications:

- Prior design experience with public school work force housing projects or similar projects in California.
- Prior experience working with school districts and their communities.
- Professional qualifications of individuals assigned to the project.
- Location of firm and individuals assigned to the project.
- History of effective schedule and budget management for school projects in small communities.
- Demonstrated success in identifying and defining the client's needs and incorporating that information into the final plans.
- Demonstrated success in design of work force housing and managing projects and the management of such projects.
- 5 - year Claim History.
- References.

Section 3: Submittal Requirements: (5 PTS)

Submittal Documents – Format

- Three (3) copies of the RFQ submittals are required.
- RFQ submittals shall be on 8 1/2 x 11 paper, stapled or bound. Large binders, heavy laminated paper, and plastic accessories are highly discouraged and should not be used.

All RFQ SUBMITTALS ARE DUE BY APRIL 16, 2021 at 2:00 PM

Late submittals will not be accepted. Submittals may be submitted electronically; however, hard copies are preferred as noted in the Responses section of this RFQ. **Please direct all questions regarding this RFQ to C. John Dominguez, President, School Site Solutions, Inc. john@schoolsitesolutions.com.**

Section 4. RFQ Submittal Content: (5 PTS)

Each RFQ Submittal shall be organized in the following order:

- Outside Cover and First Page Shall Contain:
- The title, “Soledad Unified School District Teacher Work Force Architect Selection RFQ Submittal.”
- The name of the respondent.
- The submittal date.
- Table of Contents: Include a table of contents.
- Transmittal Letter: Include a short Transmittal Letter. The Transmittal Letter shall:
- Have the original signature of an officer of the responding firm on at least one copy.
- Summarize why the respondent believes itself the most qualified.
- Contain the statement that all information contained in the RFQ submittal is complete and accurate.

Section 5: Description of the Respondent: (5 PTS)

Firm Description: Include a complete narrative description of the respondent’s firm. Information should include:

- The respondent’s areas of architectural specialization.
- Firm’s history in teacher work force housing design.
- Location of home and/or branch office that will complete this work.
- Names of the principal officers of the firm.
- Identification of major consultants that will work on the project and location of their offices where work will be performed.
- A listing of any lawsuits or litigation within the last 5 years, including the results of the action.
- Organization Chart: Include a simple organization chart showing how the Respondent would organize its personnel for the project.

Key Professionals:

- Identify key members of your team that would be involved in the project and describe their areas of expertise and role in the architect’s team.
- Resumes: Provide resumes of any person identified as a key professional. The resumes should contain the following:
 - Name.
 - Educational Background.
 - Professional certifications, licenses, awards.
 - Association memberships pertaining to public agency design.
 - Proposed role in the project.
 - Identification of other relevant projects in which the person has been involved and a name/phone. number of representatives of any project cited that can be contacted for a reference.
 - Other information you believe to be relevant.

Section 6: A Narrative that Addresses the Following Selection Criteria: (25 PTS)

Qualifications should be organized to clearly address the selection criteria on which the selection will be made.

- Prior Teacher Work Force Housing design experience with projects of similar scale and complexity.
- Prior experience with school district clients and processes for projects of similar scale and complexity.
- Clear understanding of the functional and operational aspects of specialized buildings such as these.
- Identifying the process that your firm will use to define the client's needs and how those needs will be incorporated into the final design.
- Professional qualifications of individuals assigned to the project.
- History of effective scheduled and budget management for projects of similar scale and complexity.
- The basis upon which the firm proposes to charge for its services.

Section 7: Relevant Experience of the Respondent (Reference and Prior Projects): (20 PTS)

List the teacher work force housing projects or similar projects the firm completed up to the last five (5) years. Special emphasis will be given to teacher, staff workforce Housing project experience. Please Include:

- School District.
- Project location.
- Year completed and occupied.
- Project length
- Total project cost.
- Project delivery method.
- Description of the services your firm performed.
- Indicate which team members were involved in the project and specify their role.
- Provide a statement acknowledging if the project was completed on time and within budget along with percentage of change orders.
- Project contact name, title address, phone number.

{END}

**Soledad Unified School District
Architect Request for Qualifications
Teacher Work Force Housing**

FIRM NAME _____

GRADER _____

DATE _____

SCORE SHEET

Section 1. Architect Scope of Services Points Possible - 15 **(Score _____)**

Section 2. Criteria for Selection Points Possible - 25 **(Score _____)**

Section 3. Submittal Requirements Points Possible - 5 **(Score _____)**

Section 4. Submittal Content Points Possible - 5 **(Score _____)**

Section 5. Description of Respondent Points Possible - 5 **(Score _____)**

Section 6. Narrative Addressing Selection
Criteria Points Possible - 25 **(Score)_____)**

Section 7. Relevant Experience Points Possible- 25 **(Score)_____)**

Total Score: _____
