

**San Pasqual Valley Unified School District  
676 Baseline Road, Winterhaven, CA 92833  
February 15, 2017**

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR  
ARCHITECTURAL SERVICES**

The San Pasqual Valley Unified School District (“District”) is requesting the submission of a statement of qualifications (SOQ) for architectural services (“Statement of Qualifications”) from firms interested in providing professional architectural services. The anticipated architectural services in this request are listed in two (2) parts. Part 1 is intended to implement improvements identified in the approved bond. Part 2 is for the update of the district’s master plan should the governing board determine that there is a need for an update.

Part 1:

In November 2016 voters in the District approved an \$8,000,000 (eight million dollar) school improvement bond. The following projects were identified as potential projects:

- To construct a new gymnasium/multi-purpose room,
- To enhance student safety and security
- To modernize classrooms and support facilities,
- To upgrade athletic fields

The highest priority project is the construction of a new gymnasium/multi-purpose room. If funding is available, the other projects may also be conducted.

Part 2:

The District may also wish to have the architect provide an update of the facilities master plan. This statement of qualifications may also be used as a basis for potential contracting for that update.

The District is searching for an architectural firm with a record of excellence in school planning, programming, design, project delivery and master planning. The firm should have extensive experience with the Office of Public School Construction (“OPSC”), the Division of the State Architect (“DSA”), the Uniform Building Code (“UBC”), and Title 24 of the California Code of Regulations.

Interested firms are invited to submit their Statement of Qualifications as described below, with one (1) original and five (5) copies of requested materials to:

**Kish Curtis, Chief Business Official  
San Pasqual Valley Unified School District  
676 Baseline Road, Winterhaven, CA 92833**

Questions regarding this request for qualifications (“SOQ”) may be directed to Kish Curtis at 760-572-0222 or [kcurtis@spvUSD.org](mailto:kcurtis@spvUSD.org). **All Statements of Qualifications must be received on or before March 3, 2017, no later than 3:00 p.m.**

## 1. GENERAL INFORMATION / INSTRUCTIONS

- 1.1. This SOQ prepared in accordance with Board Policy 7140 *FACILITIES ARCHITECTURAL & ENGINEERING SERVICES*. It is not a formal request for bids or a request for a proposal. It is not an offer by the District to contract with any party responding to this request. It does not commit the District to award a contract or to reimburse any applicant for costs incurred in submitting its qualifications. The District reserves the right to reject any or all submissions, to negotiate with any applicant, to extend the submission deadline, or to amend or cancel in part or in its entirety this SOQ. All materials submitted in response to this SOQ shall become the property of the District and shall be considered a part of public record.
- 1.2. The Statement of Qualifications must contain all requested information about the firm and must be on 8 ½" x 11" paper and no more than 30 pages in length. Statements of Qualifications should be complete and prepared to provide and insightful, straightforward, and concise overview of the capabilities of your company.

## 2. CONTENT OF THE STATEMENT OF QUALIFICATIONS

- 2.1. **Letter of Interest** - A dated Letter of Interest must be submitted, including the legal name of the respondent(s), address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Statement of Qualifications on behalf of the firm. The Letter of Interest should provide a brief statement of your experience indicating the unique background and qualities of the firm, its personnel, and its sub-consultants, and what will make the firm a good fit for work in the District.
- 2.2. **Table of Contents** - A table of contents of the material contained in the Statement of Qualifications should follow the letter of interest.
- 2.3. **Executive Summary** - The executive summary should contain an outline of your architectural approach, along with a brief summary of your firm's qualifications.
- 2.4. **Narrative** - Provide a comprehensive narrative of the architectural services offered by your firm. The narrative should include the following:
- 2.5. **Firm Information**
  - 2.5.1. Provide a brief history of your firm, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted. Provide information on the license(s) held, including the current status of those licenses, as well as proof of insurance.

- 2.5.2. Describe your philosophy and how you work with District administration officials, including assistant superintendents, facilities directors, teachers and site principals, to develop architectural design responses to unique challenges of educational program requirements.
- 2.5.3. Describe your experience developing projects within a political environment including facilitation of community involvement in the design process.
- 2.5.4. Discuss the firm's experience with value engineering, life cycle cost analysis, and bid alternate designation.
- 2.5.5. Describe how you assist districts in meeting established project budgets and in prioritizing project design to meet budget.
- 2.5.6. Discuss the firm's/team's ability to meet design schedules for comparable projects, your schedule management procedures, and how the firm has successfully handled potential DSA approval delays both for the contract documents and for field changes.
- 2.5.7. Identify **all** K-12 projects performed by your firm(s) in the past three (3) years, limiting your response to no more than the twenty (20) most recent projects. Please include the following information for each project:
  - 2.5.7.1. Name of project and district,
  - 2.5.7.2. Scope of projects, description of services provided,
  - 2.5.7.3. Contact person and telephone number at district,
  - 2.5.7.4. Contact person and telephone number of prime contractor(s),
  - 2.5.7.5. Firm person in charge of each project,
  - 2.5.7.6. Dollar value of each project,
  - 2.5.7.7. Original construction budget and final construction cost,
  - 2.5.7.8. Cost of change orders as a percentage of the overall construction cost, and
  - 2.5.7.9. All litigation arising from the project. State the issues in the litigation, the status of litigation, names of parties, and outcome.
- 2.6. **Personnel** - Include resumes of key personnel who would be assigned to projects associated with the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate who would serve as primary contact(s) for the District. If the firm would utilize resources from more than one office, indicate office locations and how work would be coordinated. Provide information on sub-architect team members and information on recent and successful associations with designated sub-consultants.
- 2.7. **Additional Data** - Provide additional information about the firm as it may relate to this Statement of Qualifications. Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent

employees, and any other data that may assist the District in understanding your qualifications and expertise. Please feel free to include graphics that will assist the District in evaluating the quality of your firm's architectural design, the ability of the firm to produce solid construction documents, and any program/planning materials that indicate excellence in project development.

- 2.8. Professional Fees** - Provide a current fee schedule for the types of service that you offer, including: a) new construction and b) modernization. Be thorough and specific as this will form the basis of any contract for services that may be presented by the District. If referencing basic services costs, include typical staffing expectations, professional fee schedules, and a discussion of total expected costs that the District could expect for specific projects.
- 2.9. Disabled Veteran Certification** - Section 17076.11 of the Education Code requires school districts using funds allocated pursuant to the State of California School Facility Program for the construction or modernization of a school building to have a participation goal of at least 3 percent, per year, of overall dollar amount expended each year by the school district, for disabled veteran business enterprises ("DVBEs"). Indicate whether your firm is a DVBE or whether any of your firm's sub-consultants are DVBEs.

### **3. INDEMNITY PROVISION OF CONTRACT**

The Indemnity Clause of the contract that the District may enter into for Architectural Services is as follows:

**To the furthest extent permitted by California law, Architect shall defend, indemnify, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claim"), to property or persons, including personal injury and/or death, to the extent that any of the above arise out of, pertain to, or relate to the negligence, recklessness, errors or omissions, or willful misconduct of Architect, its officials, officers, employees, subcontractors, consultants, or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages.**

**Architect shall pay and satisfy any judgment, award or decree that may be rendered against the indemnified parties in any Claim. Architect shall also reimburse District for the cost of any settlement paid by District arising out of any Claim. Architect shall reimburse the indemnified parties for any and all legal expenses and costs, including expert witness fees and consultant fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided to the extent caused by the above agreement to indemnify. Architect's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the indemnified**

**parties. District shall have the right to accept or reject any legal representation that Architect proposes to defend the indemnified parties.**

**In addition to the above indemnification obligation, the Architect shall be responsible for the following, to the extent caused by the Architect's willful misconduct or negligent acts, errors or omissions and/or recklessness in its performance hereunder: (1) The cost of Project delays. Without limiting Architect's liability for indirect cost impacts due to these delays, the direct costs for which the Architect shall be liable shall equal the amount the District is liable to Project contractor(s), inspector(s), construction manager(s) caused by these delays and all interim housing costs caused by these delays; (2) The cost of construction change orders. Without limiting Architect's liability for indirect cost impacts, the direct costs for which the Architect shall be liable shall equal the difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared construction documents. These amounts shall be paid by Architect to District or the District may withhold those costs from amounts owing to Architect.**

#### **4. DISTRICT'S EVALUATION / SELECTION PROCESS**

All Statements of Qualifications will be evaluated to determine which teams will be able to meet the needs of the District. Evaluation will be in accordance with the criteria listed below. Specific weighting may be used but will not be required. Criteria are not listed in order of relative importance.

- a. Compliance with format requested and completeness of submittal.
  - b. Overall responsiveness of the proposal, clearly stating an understanding of the work to be performed, and demonstrating a good, practical approach to accomplishing the bond effort
  - c. Experience and expertise of the key individuals in the team.
  - d. Experience and qualifications of the firm(s).
  - e. Client references and satisfaction on prior projects.
  - f. Demonstrated track record of consultant and sub-consultant team members' working together
  - g. Geographic location of teams.
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