



**Administrative Services
Contracts Office**

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REQUEST FOR QUALIFICATIONS

**Request for Statements of Qualifications
for Architectural Services**

RFQ issued: August 17, 2009

RFQ due: Monday, September 14, 2009, 4:30 p.m.

Place: Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento CA 95824

Contact: James C. Dobson, Director II, Capital Asset Management Services
Sacramento City Unified School District

RFIs: Questions related to this RFQ are due Sep 4, 2009, 1:00 p.m.
Address all Requests for Information to:
requests-information@sac-city.k12.ca.us
Subject line: Architect RFQ

To obtain a copy of the RFQ, go to www.scusd.edu. Go to offices and departments, Contracts Office, Requests for Proposals and Qualifications. A copy may also be obtained by calling 916-643-2464.

SUBMITTAL INSTRUCTIONS: Complete proposals must be delivered to the above address in a sealed envelope *prior* to the date and time specified. **Late submittals will not be considered.** In addition to your complete firm name and address, please annotate the envelope as follows:
Confidential: Statements of Qualifications for Architectural Services

Request for Statements of Qualifications
for Architectural Services

I. Introduction

Section 1.

The Sacramento City Unified School District (hereinafter "District") is seeking Statements of Qualifications to select qualified architectural firms to meet the District's need in the planning, design and construction of various projects throughout the District. Per Education Code section 17070.50, this Request for Qualifications has been designed to pursue a competitive architect selection process consistent with Chapter 10 and 10.1, Division 5 of Title 1 of the Government Code.

It is the intent of this RFQ process, and the documents required herewith, to assist the District in determining responsibility prior to the submission of proposals for various projects. However, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude the District from determining whether a firm has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness, after it has already pre-qualified. Rejection of any proposals, to contract for architectural services with whomever and in whatever manner, to abandon a project entirely, and/or to waive any informality in receiving proposals is reserved as a right of the District. Before a contract is awarded, the District may require further evidence of reasonable qualifications to perform the proposed work.

The District may retain the services of a Master Architect or Construction Management firm to review plans prior to bid and/or oversee entire projects. The needed architectural services will include design services and administration through project close-out. Selected architects shall be required to coordinate all phases of the project with District staff.

Section 2.

The Sacramento City Unified School District is an urban district with an enrollment exceeding 45,000 students in 51 elementary schools, five K-8 schools, nine middle schools, nine high schools, and K-12 independent/charter study programs. Eleven thousand additional students participate in adult education classes throughout the city.

The District covers 67 square miles. Its buildings comprise approximately 5,218,544 square feet of traditional school buildings, portable classrooms, and administrative offices. It is governed by an elected board of seven members who serve four-year terms, and is staffed by 6,600 teaching, support, and administrative employees.

II. General Instructions

Section 1

Submit eight (8) sets (one original and seven (7) copies) of your response to this Request for Qualifications in a sealed envelope, bearing the complete name and return address of the offeror. In addition to your complete firm name and address, please annotate the envelope(s) as follows: Confidential: STATEMENTS OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES. Improper identification may result in premature opening of, or failure to consider the

material. All submissions, whether selected or rejected, shall become the property of the District.

Your response must also include Attachment A – Architect’s Declaration.

Proposals must be delivered on or before the due date and time specified. Late proposals will not be accepted. Office hours for receipt of proposals are Monday through Friday from 8:00 a.m. to 4:30 p.m., local time, excluding holidays.

Deadline for Requests for Information: Sep 4, 2009, 1:00 p.m.
Address all Requests for Information to:
requests-information@sac-city.k12.ca.us
Subject line: Architect RFQ

Deadline for Submission: Monday, September 14, 2009, 4:30 p.m.

Mailing and Delivery Address

Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento CA 95824

Contact Personnel

James C. Dobson, Director II
Capital Asset Management Services
requests-information@sac-city.k12.ca.us

Section 2

Schedule of Events:

Release of RFQ Documents	August 17, 2009
Statements of Qualifications Due	September 14, 2009, 4:30 p.m.
Selection Committee Review / Recommendation	September 21, 2009
Notification of Selection	September 28, 2009

III. Scope of Work

The District requires a continuous building program integrated with the existing Facilities Master Plan (available at http://www.scusd.edu/operations_support/index.htm) that includes:

- Facility Needs Assessment, i.e., completion of modernization projects, including cost estimates
- Design Standards
- Educational Programming, e.g., Multiple Pathways
- School Construction Design Services

To conserve energy and natural resources, and to improve the safety, comfort, and health of staff and students, selected architects are encouraged to include elements of sustainable design in the District's projects. Considering sustainability early in the design process, in an integrated manner, will allow the architect to meet multiple objectives consistent with Board Policy 3511 (Attachment C).

Contracts, using the District's standard contract form (Attachment B) including all standard terms and conditions, may be awarded to selected architects on a project by project basis contingent upon availability of funding. Once a contract for architectural services is awarded, the District reserves the right to revise the scope of work.

The District requires community involvement in its various building projects; therefore, the successful firms must be prepared to make presentations to and interact with the school board, school staff, and community as necessary.

IV. Response Format

Each response to this solicitation shall be bound and indexed into the following sections in order to facilitate ease of review. Statements of Qualifications are limited to 30 pages, including the requirements described below, but excluding cover and index tabs.

You are required to submit one (1) original and seven (7) copies of your response. The set designated as "Original" is to include original signatures, submittals, etc. In the event of missing or contradictory information in any of the copies, this set will be considered as the "master" against which all others will be compared.

A. Business Profile. Furnish a brief profile of your company to address the following areas.

- State the name of the architectural firm, address, telephone and fax number, e-mail address, date firm established, and type of business (individual, corporation, etc.).
- Applicable business license number, registration number(s), and federal taxpayer ID number
- Identify who is authorized to sign agreements and represent your firm in matters related to this Statement of Qualifications.
- Provide a brief description of your firm including educational, professional experience with K-12 school programs, other significant educational design work, types of design services and number of employees.

Identify the percentage of your work that is public or educational.

Describe your firm's main line of business and types of service offered.

B. Performance Standards. (25 Points)

- Facility Needs Assessment
- Design Standards, including sustainability, energy conservation
- Educational Programming, including community and staff involvement in development of educational programs

- Construction Administration
 - Please describe your project administration practices and procedures. Describe the process to be used to administer the construction phases, e.g., meetings, site visits, requests for information, etc. Include your firm's policy regarding Requests for Information and average response time.
 - Describe how your firm delivers services on a day-to-day basis to avoid delays that may occur due to design conflict.
 - Describe the techniques your firm uses to avoid contractor claims and how you assist clients with claims defense.
 - Describe your mode of response to District's requests for program design changes, to a field clarification, and to a change request.
 - Briefly explain how your firm coordinates and interfaces between firms' drawings and those of consulting professionals.
 - Describe your experience working with Construction Management firms.
 - Describe your process to ensure that designs are efficient and cost effective to construct.
 - Describe how your firm implements measures to manage and/or reduce construction costs.
 - Describe your methods for processing and determining the validity and cost responsibility of change orders.
 - State the percentage of your firm's change orders that are the result of errors and omissions versus owner requested.
 - Describe your responsibilities at construction completion. Include your methods for reviewing and resolving punch list items and confirming that equipment and other elements of the project function properly.
 - Describe your process for ensuring contractor's guarantees and warranties are honored.

Project Scheduling:

Describe your firm's experience in design and construction scheduling. Explain your ability to get projects completed on time. Have you had projects with a very short timeline and met that timeline? Describe your experience in designing and administering the construction of schools with short timelines.

C. Experience and Strengths. (25 Points)

Capabilities:

Describe your commitment to energy conservation and sustainability and how you view sustainability in relation to the design of existing buildings. Include your familiarity with new emerging energy technologies, such as high-performance glazing, waste energy recovery, HVAC controls, etc.

Include your firm's familiarity with U.S. Green Buildings Council's Leadership in Energy and Environmental Design™ (LEED) rating system and its design implications. Describe your firm's ability to incorporate green building technologies.

Describe your familiarity with energy-efficient building design, material selection, and other key elements. Include a description of your expertise with design strategies and techniques for incorporating energy efficiency and sustainable design practices that meet life-cycle economic criteria. Include your experience with recognized energy and sustainable design experts and consultants.

Describe your knowledge of the availability and use of locally manufactured products.

Describe the special strengths that your firm can bring to the projects and how these set your firm apart from others, especially the linkage between sustainability and education.

Experience and Innovation:

Describe your firm's experience in processing plans through the Division of the State Architect. Describe recent experience in preparing bid documents and administering construction of schools in California.

Describe how your firm can assist the District in maximizing construction funding.

Describe your firm's experience with various construction project delivery methods and your preferences.

Describe your experience with information sharing technology, such as Building Information Modeling (BIM).

Describe your experience with Collaborative High Performance Schools (CHPS).

Describe your experience achieving LEED™ ratings for completed building projects. Include your experience with analysis tools, such as EPA Energy Portfolio Manager.

Cite completed projects that feature workable, cost-effective, energy-efficient, and low-energy design principles. Include the integration of major systems and components, such as HVAC, building envelope, orientation, thermal mass, shading, daylighting, and energy-management control systems.

Describe your familiarity and experience with techniques to minimize and recycle construction waste; the use of water-conserving fixtures and appliances; indigenous landscaping; and, wastewater recovery and rainwater collection systems.

Safety:

Describe concepts or design elements you have used to promote student/staff security and safety.

Describe concepts or design elements that may reduce the incidence of vandalism.

D. Consultants and Staffing. (20 Points) If your firm were to be awarded a contract, properly identify each consultant that you will use.

It is anticipated that basic services may include civil, structural, mechanical and electrical engineering as well as cost estimating. Some projects may require the services of a landscape architect and/or an interior designer. The District is interested in how these services will be furnished, if required. Please indicate name(s) and address(s) and identify the roles/responsibilities of each consultant.

As the architect of record, what process and/or procedures do you employ to coordinate and utilize your consultants? The District will be looking for meaningful involvement and secure

prearranged relationships with consultant(s) and that these firms or individuals will be readily available upon award of contract. Describe your procedures to ensure continuity of the design team, including consultants. Describe the day-to-day project level of involvement of the firm principal/partner.

Identify those current employees, including job title and function that will be assigned to this contract, and who have LEED™ or CHPS expertise.

E. Previous Projects. (15 Points) Please describe at least three (3) projects that demonstrate your firm's ability to accomplish:

- Facility Needs Assessment, i.e., completion of modernization projects, including cost estimates
- Design Standards
- Educational Programming, e.g., Multiple Pathways
- School Construction Design Services

(The fact that your firm may have merged with another or that you may now have hired a specific individual does not entitle you to represent the previous firm or individual's work as your own. You may submit any examples that you wish, but the proper credit to the architect of record must be given.)

Please provide references on at least your last four ***school or other public works*** clients for whom your firm has provided full service architectural work similar to what is being requested in this RFQ. Include the name of the school district, the name and telephone of the person to contact at the school district, and identify the scope of the project.

F. Insurance. Provide evidence of errors and omissions and professional liability insurance coverage carried by your firm.

G. Architect's Declaration. Complete and sign the attached declaration form (Attachment A) in compliance with State of California Public Contract Code, State of California Government Code sections 4525-4529.5; and California Education Code 17076.11.

Evaluation Criteria and Procedures

A Selection Advisory Committee, chaired by the Contract Specialist will select and rank in the order of their qualifications those firms deemed to be the most highly qualified to perform the required services. If you answer Sections A-G appropriately, these considerations will be included:

- Specialized, sustainable design and technical competence of the firm, including a joint venture or association, regarding the type of services required.
- Capacity and capability of the firm to perform the work, to include any specialized services, within the District's timelines.
- Past record of performance on contracts with government agencies or private industry with respect to such factors as control of costs, quality of work, incorporating green technology, and ability to meet schedules.
- Proximity to and familiarity with the District's school and office buildings.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, the Chairperson will notify those firms selected as to place, time, date and the purpose of the interview. The District will make investigations as necessary regarding the financial stability of any or all respondents, including any claims, lawsuits, or judgments. Any firm or individual so identified will be required to submit an affidavit and/or any other pertinent disclosure(s) as to the status of any such problem. After review by the District's legal counsel, the decision will be made as to whether or not to include such firm or individual in the selected group of architectural firms.

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments and evaluation scores as well as the contents of all proposals become public information. Firms that have not been selected shall be so notified in writing after the conclusion of the selection process.

The committee will score Section A-E as follows:

Section A, Business Profile	0 Points
Section B, Performance Standards	30 Points
Section C, Experience and Strengths	30 Points
Section D, Consultants and Staffing	20 Points
Section E, Previous Projects	15 Points
Overall Presentation	5 Points
Total	100 Points

The Selection Advisory Committee will rank respondents from high to low. Statements of Qualifications received from architectural firms who have provided similar services to public school districts within 50 miles of Sacramento shall receive 5 bonus points.

Attachment B to this Request for Qualifications is the District's Standard Contract for Architectural/Engineering Services and is available on the District's website at the same location as this RFQ. Architect, by submitting a Statement of Qualifications in response to this RFQ, acknowledges and accepts the terms and conditions of this Standard Contract form.

Attachment A

ARCHITECT'S DECLARATION

The undersigned Architect, in accordance with State of California Public Contract Code, Government Code and Business and Professions Code, declares the following to be true, to the best of his (or her) knowledge and belief, for the firm, persons and consultants listed in this Statement of Qualifications:

1. That all firms and persons listed are acting under appropriate and valid licenses and that all licenses are in good standing.
2. That the firm is experienced in projects of similar size, complexity, scope and nature and that listed persons and consultants are sufficiently experienced to perform the work.
3. That the firm has the experience, competency, financial means and capacity to complete the work.
4. That the firm and the consultants are properly insured (GL and E&O) as required for the various work described herein.
5. That the firm, persons listed and consultants:
 - 1) Have not been convicted of false or fraudulent statements to a public agency within the last five (5) years.
 - 2) Will comply with applicable laws, regulations and ordinances.
 - 3) Have submitted information in this Statement of Qualifications that is true and accurate to the best of their knowledge and belief.
 - 4) Agrees to furnish services and materials as required by the terms and conditions of this Request for Qualifications.
 - 5) The District has a 3% participation goal for funds allocated to the District by the State Allocation Board pursuant to the Leroy F. Greene Facilities Act of 1998 for construction or modernization and expended each year by the District. In order to comply with this goal, Architect/Engineer agrees to identify any DVBE subcontractors they have hired and to complete DVBE good faith effort worksheets.

Name of Firm or Offeror _____

Street Address _____

City, State, Zip code _____

Telephone and Fax _____

Authorized Signature _____

Printed Name and Title _____

Date _____