

## Farmersville Unified School District

### REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ARCHITECTURAL SERVICES

The Farmersville Unified School District is requesting Statements of Qualifications (SOQ) from qualified architectural firms which comply with all requirements set forth by the Office of Public School Construction (OPSC) for the new construction of an aquatic center. It is the District’s intent to select an architectural firm to create an Aquatic Center Plan and to assist in the implementation of the plan.

Submitting firms must have an office within a 100 mile radius of the Farmersville Unified School District, as the District’s focus will be on firms familiar with our community and builders in the area.

#### Submittals and Deadline

Submittals must be sealed and returned to the District Office of the Farmersville Unified School District, 571 East Citrus, Farmersville, CA 93223, on April 14, 2017 before 11:00 a.m., on the clock designated by the Owner as the bid clock. Proposals received later than the designated time and date will not be accepted. Facsimile (FAX) copies or e-mail submittals of the proposal will not be allowed. Please submit 7 copies of the proposal.

This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. This RFQ does not commit the District to award a contract or to reimburse any applicant for costs incurred in submitting qualifications. The District, in its sole discretion, reserves the right to interview any, all, or none of the firms submitting to this RFQ; or to amend or cancel part or in its entirety this RFQ.

Date Published: \_\_\_\_\_, 2017 on Farmersville Unified School District’s website ([www.farmersville.k12.ca.us](http://www.farmersville.k12.ca.us)).

Advertised: (two dates one week apart)

Fresno Bee and Sun Gazette - March 15, 2017 and March 22, 2017

#### Summary of Specific Services Desired (This list is not intended to be exhaustive.)

- (a) General: Professional services for determining the optimum size; opinion of probable construction cost, consideration of operating costs; determination of specific design of aquatic, deck, bath facilities, and amenities to be meet Farmersville Unified School District’s needs and budget.
- (b) The architect’s team will consult with Farmersville Unified on all aspects of the aquatic center design and components. On an as needed basis, the architect will periodically update the Farmersville Unified School District’s Board.
- (c) Design and construction document services

- (d) Agency approval services, including but not limited to DSA, CDE, OPSC and local jurisdictions
- (e) Bidding and construction administration services.
- (f) Complete set of Record drawings

### **Mandatory Qualifications**

Respondents must hold an architect's license which is current, valid and in good standing with the California Architects Board. Respondents must have the necessary qualifications to provide the requested services in accordance with California law. Provide the following information for each license:

1. Name of license holder exactly as on file
2. License No. and Date Issued
3. Expiration Date
4. Whether license has been suspended or revoked in the past 5 years. If so, explain.

### **Past Performance Record**

If any of the following has occurred, please describe in detail the circumstances for each occurrence:

1. Failure to enter into a contract once selected/awarded.
2. Withdrawal of a proposal as a result of an error.
3. Termination or failure to complete a contract.
4. Debarment by any municipal, county, state, federal or local agency.
5. Involvement in litigation, arbitration or mediation.
6. Conviction of the firm or its principals for violating any federal or state law related to architecture practice or contract performance.
7. Knowing concealment of any deficiency in the performance of a prior contract.
8. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
9. Willful disregard for applicable rules, laws or regulations.
10. Information regarding any of the above may be deemed to indicate an unsatisfactory record of performance.

## **Insurance**

Attach a letter from your insurance company indicating your firm's ability to provide insurance. The following is a tentative schedule:

1. A.M. Best financial rating of A, Class VIII.
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 20 10 11 85), with coverage limits of not less than \$2,000,000 Dollars per occurrence and \$4,000,000 aggregate, naming Farmersville Unified School District as additional insured.
3. Automobile Liability Insurance: Automobile liability insurance with Symbol 1 ("Any Auto") with combined single limits of not less than \$1,000,000 per accident, naming Farmersville Unified School District as additional insured.
4. Workers' Compensation and Employer's Liability Insurance: The selected Architect shall provide Workers' Compensation and Employer's Liability insurance for all of their employees working on the Project, in accordance with the "Workers Compensation and Insurance Act," Division IV of the California Labor Code. The selected Architect shall provide Workers' Compensation coverage to statutory limits and Employer's Liability coverage of at least \$1,000,000.
5. Errors and Omissions Insurance: errors and omissions insurance on an occurrence or claims made basis with a limit of at least \$2,000,000 with a deductible in an amount not to exceed the sum of \$100,000.
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.

## **Selection Criteria**

Qualifications submitted in response to this RFQ will be evaluated on the following criteria.

- Depth of aquatic planning, design, and implementation experience
- Creative project problem solving
- Project architect's experience in successful and timely approval of firm's projects through Division of the State Architect.
- Project architect's knowledge of applicable State regulations and California school construction/modernization practice

- Responsiveness to the RFQ – breadth and quality of response
- References from clients

The successful firm will demonstrate, through its qualifications submittal, that it has carefully studied the District’s expectations as stated in the RFQ. This submission must show that the firm has the professional capability and personality to be a full service architect who will facilitate and oversee bidding, construction, close-out and of the project.

**Statement of Qualifications**

The Statement of Qualifications should include the following items. Please respond in the same order/format listed below.

- Cover Letter / Letter of Interest
- Firm Organization; Credentials and Background
- Relevant Experience - Depth of experience in aquatic center planning, design, and implementation experience
- Project Team – Identify design team members and their relevant experience
- List of Client Satisfaction / References - List at least four (4) education client references for whom your firm has performed similar project services.

**The schedule for selection of the architectural firm is as follows:**

Issuance of RFQ March 15, 2017

RFQ’s due to District April 14, 2017 (by 11:00 a.m.)

Interviews To Be Determined

Selection of Architects \_\_\_\_\_ TBD \_\_\_\_\_, 2017 (Regular Board Meeting)

The terms of the attached architect agreement (Exhibit A) other than price, including the payment structure, are not negotiable.

**Cautionary Statements:**

1. Direct contact with members of the School Board. Respondents are warned that any direct contact with a member of the Board of Education regarding a proposal is likely to result in that firm's disqualification from the process.
2. Sufficient information has been presented in this RFQ to submit a proposal. The District requests that firms direct all questions in writing to Randy Degraw, Superintendent.