



## LEMOORE UNION HIGH SCHOOL DISTRICT

5 Powell Ave., Lemoore CA, 93245

**To:** Lemoore Union High School District Board of Trustees  
**From:** Mark Howard  
**Date:** September 08, 2016  
**Subject:** Architect Services RFQ

### **Background:**

Pursuant to Education Code Section 17070.50, any school district seeking School Facility Program funding must certify to the State Allocation Board that the services of any architect, structural engineer, or other design professional be obtained pursuant to a competitive process that is consistent with Chapter 10 of the Government Code (GC), commencing with Section 4525. GC Section 4526 further explains that the selection of the architect shall be based on demonstrated competence and on professional qualifications.

Assuming the state school facility bond passes in November; it is required to conduct a formal Request for Qualifications (RFQ) for Architect Services. The RFQ selection process will determine the qualified architects that the district will use to design the projects identified in the Facility Master Plan.

We must post a formal ad in the local newspaper for two consecutive weeks. We plan to run the ad the week of September 12.

### **Financial Impact:**

Estimated cost to run a 2-week ad in the Hanford Sentinel is \$130.

### **Recommendation:**

Authorize to proceed with the RFQ selection process.

**Lemoore Union High School District**

5 Powell Avenue  
Lemoore, CA 93245

**Request for Statements of Qualifications  
For Architect Services**



RFQ Issued:  
Responses Due:  
Interviews:  
Selection by Governing Board:

**September 12, 2016**  
**October 7, 2016 at 11:00 AM**  
TBD  
**October 27, 2016**

Request for Qualifications (“RFQ”)  
For Architect Services

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The Governing Board (the “Board”) of the Lemoore Union High School District (the “District”) is seeking statements of qualifications from qualified providers of architect services for the design of, but not limited to projects indicated in the District’s 2016 Master plan.

**1. Critical Dates**

**Submittal Due Date:**

An **original + three (3) copies + one (1) USB drive or CD-ROM** of the submittal shall be delivered **no later than October 7, 2016, at 11:00 a.m. (PDT)** to:

Lemoore Union High School District  
5 Powell Avenue  
Lemoore, CA 93245  
Attention: Mark Howard, Director of Business Services

Submittals not received by the deadline will be returned unopened.

**Interview Date:**

To be determined. If required and potential dates made available.

**Selection Date:**

Selection will occur as part of a regularly scheduled Board Meeting that will be determined on or around **October 27, 2016**.

**2. Project Description**

The District plans to construct all or some of the projects as indicated in the attached master plan over the next five to ten years, but the actual projects may vary as determined by the District (to be referred to in this RFQ as “the Project”).

### **3. Scope of Work**

The Scope of Work includes the design of the Project, including schematic design to construction administration. This includes appropriate plan approval process and state agency review as appropriate. Please refer to attached sample contract.

### **4. Statement Format and Content**

The statement of qualifications should be clear, concise, complete, well organized, and demonstrate respondent's ability to follow instructions.

An **original + three (3) copies + one (1) USB drive or CD-ROM** of the statement must be provided, with no more than **30** single-sided pages in total length.

All respondents are requested to follow the order and format specified below. Please tab each section of the submittal to correspond to the numbers/headers shown below.

The cover shall include the RFQ's title and submittal due date, the name, address, fax number, and the telephone number of responding firm (or firms if there is a joint venture or association). The cover should also identify the proposed lead architect for the Project.

The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the statement in the order listed:

#### **A. Cover Letter**

A cover letter signed by an authorized officer of the firm submitting the statement, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for this Project.

#### **B. 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.
5. Location of the Firm to the District within **50** miles.

### **C. Organization, Credentials, and General Background**

Please provide a brief history of your organization, including:

1. Number of years the organization has been in business.
2. Location of office that will perform the work required by this Request for Statements of Qualifications.
3. List of basic services provided by your organization; emphasize any areas of specialty or project types that your firm particularly excels.

### **D. School Facilities Planning and Design Experience**

Describe the experiences/background of your organization in providing planning and design services for public school facilities required by this Request for Statements of Qualifications. Provide a list of similar projects performed over the last **5** years listing start and finish dates, project cost, contractor, owner, and owner contact information.

### **E. 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.

### **F. Project Team**

1. Identify key team members for this Project and provide their qualifications.
2. Describe how the Project would be staffed.
3. Identify all of your proposed consultants for the Project and provide their qualifications.
4. Provide an organization chart for the Project.

## **G. Client Satisfaction/References**

Provide a list of at least five educational client references for which your organization has performed planning and design services similar to those required by this Request for Qualifications. References must include:

1. Name, address, telephone number, and a contact person of the project owner.
2. Name, address, telephone number and a contact person for the contractor(s) working on the project(s).
3. Describe the project(s) on which your organization provided services, including costs.

## **H. 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.
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), with coverage limits of not less than One Million Dollars (\$1,000,000.00) per occurrence for bodily injury, personal injury and property damage/ Two Million Dollars (\$2,000,000,00) 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), with coverage limits of at least One Million Dollars (\$1,000,000.00) for bodily injury and property damage each accident limit.
4. Workers' Compensation and Employer's Liability Insurance: The selected Architect shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, 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 employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000.00) per accident for bodily injury and disease.
5. Errors and Omissions Insurance: errors and omissions insurance on an occurrence or claims made basis with a limit of at least One Million Dollars (\$1,000,000.00) with a deductible in an amount not to exceed the sum of Five Thousand Dollars (\$5,000.00).
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.

## 5. Selection Process

- A. The purpose of this Request for Qualifications is to enable the District to select the firm(s) with whom the District intends to enter a contract for design of, but not limited to projects indicated in the District's 2016 Master plan pursuant to the attached architect agreement.
- B. The District will use the selection and negotiation process outlined below. A review and selection committee composed of key District officials and consultants will review and evaluate all submittals and may conduct interviews.
- C. Statements will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.
- D. The following items will be considered by the District in the selection process:
  - Conformance to the specified format.
  - Organization, presentation, and content of the statement.
  - Qualifications and experience.
  - Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District's financial constraints and time frames.

## 6. Interviews, Selection, and Contract Negotiations

The District may, but is not obligated to, conduct interviews with the architects that respond to this RFQ. If conducted, the interviews will be held on a date and time to be determined at the District Office, 5 Powell Avenue Lemoore, CA 93245, CA. At the time of the interview, the architect's design team will be required to attend.

The District will enter negotiations with one or more of the proposing entities regarding the contract price. Should the District be unable to negotiate a satisfactory contract with one of the proposing entities, the District is under no obligation to enter an agreement with any of the entities. The District reserves the right to award the Project to the entity the District deems most suitable to undertake the Project based on many factors, including demonstrated competence and qualifications for the types of services to be performed, and a fair and reasonable price. The District further reserves the right to reject any or all statements, or waive any irregularities in any of the statements submitted pursuant to this RFQ.

## 7. General Information

**Amendments:** The District reserves the right to cancel or revise this RFQ in part or in its entirety. If the District cancels or revises the RFQ, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due, or postpone the interview date.

**Inquiries:** Any questions concerning this RFQ or selection process may be directed to Mark Howard, Director of Business Services, Lemoore Union High School District; telephone: 559-924-6610. Replies involving any substantive issues will be issued by addenda and mailed, emailed to all parties recorded by the District as having received the RFQ documents.

## **8. Special Conditions**

**Non-Discrimination:** The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

**Costs:** Costs of preparing a statement in response to this RFQ are solely the responsibility of the Respondent.

**Limitations:** This RFQ does not commit the District to award a contract, to defray any costs incurred in the preparation of a statement pursuant to the RFQ, or to procure or contract for work. The District reserves the right to waive any irregularities in the statements received pursuant to this RFQ, or in the process outlined herein for selection of an architect for the Project.