

**SUNDALE ELEMENTARY SCHOOL DISTRICT**

**13990 AVENUE 240  
Tulare, CA 93274**

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL SERVICES**

**RFQ Issued: December 9, 2019  
Response Due: January 6, 2020, at 2:00 p.m.**

# Request for Qualifications Architectural Services

## Selection of Architect to Provide Architectural Services for MASTER PLANNING, CLASSROOMS AND OTHER ASSOCIATED SCHOOL BUILDINGS

### I. General Information

#### A. Submittal of Qualifications

Qualifications should be verified before submissions. Adjustments will not be permitted after submission to the District. The District will not be responsible for errors or omissions on the part of the organization in preparation of the proposal.

#### B. Signatures

All qualifications must be signed in blue ink by an authorized officer of the firms submitting the qualifications.

#### C. Copies of Qualifications

Each organization submitting qualifications must include an original and five (5) copies.

#### D. Rights of the District

1. The District, in its discretion, may conduct personal interviews of any firm submitting an RFQ. The successful firm or firms will be required to enter into an Agreement between Client and Architect, if a fee mutually acceptable to both parties is negotiated. The form of agreement for architectural services shall be substantially in the form of the district's standard agreement for architectural services developed by the Tulare County Counsel. Contracts shall only be awarded to the qualified firm who is also responsive by satisfying either (a) or (b) below:

- a. Meets 3 percent DVBE goal set forth by the State
- b. Makes a good faith effort to meet this goal. (if permissible )

2. The district may give priority to local architects (within 65 miles of Lindsay).

#### E. Deadline for Submittal

Submittals must be received in the District office at 13990 Avenue 240, Tulare, California, 93274 by January 6, 2020 by 2:00p.m.

#### F. Completion Date

The projected Completion Date for the project has not been set. It is based on the availability of funds. Only the Design funds have been released, at this time.

## II. Description Of Projects For Which Services Are Required

### A. Introduction

Responses received from this Request for Qualifications will be used by the District to select an Architectural firm to provide services to the District for assisting in designing new classrooms that the school qualifies for under the state facility program and other project as needed by the school district.

### B. Projects

The total costs of designing a project for the building project is approximately \$1,392,780.

### C. Summary of Specific Services Desired

Each project will include developing plans and specifications, submittal of construction documents to DSA, OPSC, and/or local jurisdictions; preparing bid documents; assisting district in obtaining bids; evaluating bids; serving as Owner's representative during construction, and closing out the project. The form of Construction Contract Documents shall be substantially in the form of the district's standard Construction Contract Documents developed by the Tulare County Counsel for new construction.

## III. Contents Of Proposal For Selection Committee

All proposals shall address the following items, in the order listed below and shall be numbered A through H in the proposal document.

- A. **Description of Firm** – Provide background information regarding the size, Location, work history, and organization of firm. Address the workload capabilities of your firm in undertaking these projects.
- B. **Experience Relative to District Needs** – Provide a detailed summary of Experience in programming, planning, and providing services for projects of similar size and scope as identified in this Request for Qualifications. List a minimum of three references, including contact person, for comparable school projects completed within the last five years.
- C. **Qualifications of Architectural Firm's Personnel** – Identify all project Personnel, organizational relationships, and provide a resume of qualifications and project related experience.
- D. **Consulting Engineers** – List the consulting engineering firms to be used on the Projects including resumes of consulting project personnel in the following sequence:
  - a. Structural
  - b. Electrical
  - c. Mechanical/Plumbing
  - d. Other
- E. **Experience with State Regulatory Agencies** – Describe your firm's Experience in working with State agencies including the Division of the State Architect.
- F. **Fees** – Indicate your firm's fee schedule for a project estimated to be within the cost Range of one million-three million dollars.
- G. **Insurance** – Professional liability: \$2,000,000 annual aggregate minimum.

**H. Other – Each architectural firm is encouraged to provide any additional information or description of resources the firm feels is pertinent to this Request for qualifications.**

## **SELECTION CRITERIA**

- 1. Experience and Training: Project personnel resumes.**
- 2. Experience and Organization: Comparable project references, project personnel continuity.**
- 3. Innovation, technical, and Artistic ability: creative ability, innovation of design, technological and energy management concepts.**
- 4. Communications: With all applicable State agencies, District, and Contractor personnel.**
- 5. Budget: Proof of successfully staying within budget constraints from previous projects.**
- 6. Project Schedule: Demonstrated success in design and construction scheduling.**
- 7. Past experience/projects (with positive result) with this district.**

**The District Superintendent will appoint a Selection committee to review the RFQ's and make a recommendation to the Governing Board.**