



**Sierra Unified School District**  
29143 Auberry Road, Prather, CA 93651

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

**(RFQ) No. 01-21**

The Sierra Unified School District (hereinafter 'District') is seeking services from professional architectural and engineering design firms, licensed in the State of California, to provide Architectural and or Engineering services for a variety of District projects. This Request for Qualifications (RFQ) is extended to any architectural and engineering firms licensed in the State of California that meet the minimum qualifications and have the required experience as described below.

The District intends to procure these services on a continuing as-needed and as-requested basis. Firms will be selected for informal rapid response projects in the interest of streamlining the procurement process and reducing the burden on Consultants making proposals on individual projects. Contracts for these projects will be awarded based on informal solicitations from among the prequalified architectural and engineering firms.

The District intends to approve one (1) or more firms that will provide architectural and engineering services in connection with various projects identified in the District LRFMP, including renovation, modernization, and new construction projects throughout the District. All qualified firms will be included in the District's prequalified list of firms to be used in future solicitations of specific projects for a period of five (5) years; no further qualification documentation will be required during the five years. Consultants will be requested to prepare and submit project-specific work plans and cost proposals to be considered for future individual projects.

The District is soliciting Response Submittals and Work Product Samples as described within this Request for Qualifications (RFQ), which will be used to assess Consultant skills, knowledge, and abilities to provide services over the next five years. The District is seeking qualified architecture firms with at least ten (10) years of experience in building and renovating schools in California (and within that time, the firm should have participated in the design of at least five (5) school projects).

Submitting firms must have an office within a fifty (50) mile radius of the Sierra Unified School District, as the District's focus will be on firms familiar with our community and builders in our area.

Facilities & Transportation Department office at 33220 Lodge Road Tollhouse, CA 93667, acting by and through its Board of Education, will receive Request for Qualifications up to, but not later than 2:00 p.m. on November 10, 2021. Each submittal must be sealed and marked: "RFQ No. 01-21." Submittals must conform and be responsive to the document copies of which are now on file and may be obtained in the Facilities & Transportation office or by email to [cbarnes@sierrausd.org](mailto:cbarnes@sierrausd.org). Proposals received later than the specified time and date will not be accepted. Facsimile or email copies will not be allowed.

No firm may withdraw its Request for Qualifications for a period of ninety (90) days after the date set for receiving them. The Board reserves the right to reject any and all RFQ's and to waive any irregularity, and to sit and act as the sole judge of the merit and Proposal of the services offered therein.

Dated 10/11/2021

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Sierra Unified School District  
 29143 Auberry Road  
 Prather, CA 93651

Publish October 12, 2021

**(SELECTION OF ARCHITECT)**

<b>SCHEDULE OF EVENTS</b>	<b>DATE</b>
Release Request for Qualifications Documents	October 12, 2021
Questions Regarding RFQ due back to the District (if any)	November 1, 2021
Questions Answered through RFQ Addendum (if applicable)	November 8, 2021
Receive RFQ's & District Evaluation of Proposal (Deadline)	November 10, 2021
Interviews with Architects (if any)	November 15 -19, 2021
Board Approval of Architects	December 13, 2021
Completion of Projects	On-going
<b><i>Note: All dates are preliminary and subject to revision by the District if necessary</i></b>	

The deadline for questions regarding the RFQ will be November 8, 2021, at 2:00 p.m. It is the responsibility of the prospective architect to check the website for updates or addenda.

**METHOD OF SELECTION**

Submittals will be reviewed by a selection committee comprised of various appropriate District staff and/or members of a School Facilities Oversight Committee. The committee will review applications, interview candidate firms at their discretion, and make recommendations to the Board of Education. Award of contract for any specific project or projects will be made by the Board of Education.

Each area will be rated 0 to 25 points with a maximum of 150 points.

- 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) Communication: Demonstrated abilities to communicate with applicable State agencies and project teams; District, Construction Manager, and Contractor personnel.
- 5) Budget: Proven ability to perform aesthetic and economical project design within allowable State building costs: accuracy of cost estimates, rate of change orders, percentage of errors & omissions.
- 6) Project Schedule: Demonstrated success in design and construction schedule.
- 7) Professional Fees: The District reserves the right to accept/review all submissions despite their level of responsiveness and reserves the right to reject any submissions.

Selection of a firm for the approved list shall not constitute any guarantee that the firm will be awarded a contract. The District reserves the right to award a contract to any approved architect for any particular project.

### **DESCRIPTION OF THE PROJECTS**

The Sierra Unified School District ("District") is seeking qualified architecture and engineering firms to provide architectural services in connection with various modernization and new construction projects throughout the District (hereinafter referred to collectively as "Projects").

By submitting an RFQ, the firm agrees it is willing to provide and coordinate its services for Projects delivered in traditional and non-traditional methods (for example, design-build or lease-leaseback delivery methods).

Projects may or may not be assigned to a Construction Management Firm. If so, responsibilities and scope of work will be thoroughly identified as assigned.

It is the desire of the District to select an architect(s) that can meet or exceed the design, budget, and schedule requirements set forth by the District and to provide comprehensive architectural services at the lowest cost and highest quality.

Responses received from this Request for Qualifications will be used by the District to select architectural and engineering firms to provide professional services to the District for construction and renovation/modernization-related projects over the next five (5) years. Each project anticipates processing via the SFP through the Division of the State Architect (DSA), the California Department of Education (CDE), the Office of Public School Construction (OPSC), and the State Allocation Board (SAB).

Anticipated Projects over the Next Five Years

- 1) Renovation and Modernization of Restrooms, ADA access, Water Well Improvements, Plumbing Equipment System Improvements, Mechanical Equipment System Improvements, Low and High Voltage Equipment System Improvements.
- 2) Other District growth and modernization projects as identified.

## **REQUIREMENTS FOR SUBMITTAL**

### **(Contents of Proposal)**

Each Architectural Firm shall submit the following information and documents. All submittals must be received by Sierra Unified School District at 33220 Lodge Road Tollhouse, CA 93667 on or before 2:00 p.m. November 10, 2021. All submittals must be limited to twenty-five (25) pages in total length. Provide eight hard copies and one digital copy of your submittal package.

- 1) COVER LETTER
- 2) DESCRIPTION OF FIRM

Include the firm's name, address, telephone number, fax number, type of firm (i.e., corporation, partnership, etc.), California Registration Number, and name of principal contact. Provide a brief history of the organization, including:

- 1) Number of years in business
- 2) Senior member(s) and length of association
- 3) Whether the organization has gone by a different name while under substantially the same management
- 4) Location of the office where project team members will complete the design and manage the project
- 5) List of basic services provided by the firm
- 6) List of additional services provided by the firm
- 7) A detailed explanation of any litigation related to school construction projects in which the organization has been involved, as well as a discussion of how the litigation was resolved.

### **C. EXPERIENCE RELATIVE TO DISTRICT NEEDS**

- 1) Discuss the organization's knowledge of and experience with modernization projects.
- 2) Provide the total number of State-funded school projects in progress in office at this time and phase status, grade level, and current dollar value.
- 3) Provide a listing of all California school projects, including respective district contact information, completed by your firm in the last five (5) years.
- 4) Discuss the organization's change order history, including the firm's approach to problems and change orders, and a summary of change orders for three State-funded school projects which were completed over the last two years (show the total dollar amount of change orders for all three projects, compare this information to the total original contract dollar amount and indicate, by percentage, the dollar amount of change orders which were caused by the District, Architect, and Contractor, respectively).
- 5) Discuss the organization's prior experience, if any, on projects that employed non-traditional delivery methods (for example, design-build or lease-leaseback delivery methods).

### **D. PROPOSAL OF ARCHITECTURAL FIRM'S PERSONNEL**

Identify project personnel, organizational relationships, and provide a resume of Proposal and project related experiences which uniquely suits the personnel to the District's needs.

#### **E. CONSULTING ENGINEERS**

List the consulting engineering firms to be used on the projects including resumes of consulting project personnel in the following sequence:

- 1) Structural
- 2) Mechanical
- 3) Electrical
- 4) Civil
- 5) Communications

Include license numbers and business address/phone number for each.

#### **F. KNOWLEDGE OF STATE FUNDING FOR SCHOOL CONSTRUCTION**

Describe the knowledge possessed by members of your firm regarding State Funded Building Projects, including the application process, and identity of the architect of record and the firm associated with the State Projects.

#### **G. EXPERIENCE WITH STATE REGULATORY AGENCIES**

Describe your firm's experience in working with State agencies, including the Office of Public School Construction, State Allocation Board, Department of Education, and Division of the State Architect.

#### **H. PROJECT PLAN AND METHODOLOGY**

Describe procedures proposed by your firm in conducting each phase of the project. Discuss specific firm procedures for addressing the following:

- 1) Disputes and claims involving contractors and subcontractors
- 2) Frequency of coordination with sub-consultants
- 3) Provision of estimates of change order items
- 4) Proceeding with construction through a "construction change directive" process

#### **I. FEES**

1. Provide a breakdown of all proposed fees and personnel to be assigned to the District projects. The District will negotiate contract fees for the services to be provided from the best-qualified organizations. Fees for basic services shall not exceed State Allocation Board (SAB) allowances.

- 1) **Hourly Rate Schedule** - Provide a Schedule of Values of all fees, pass-through (i.e. travel, reproduction costs, etc.), and design costs for your firm indicating the job classifications and rates for the proposed staff for the intended scope of work. Show percentage of fee allocated by Management vs. Staff of hourly rates.

2. Provide a fee schedule for the types of service that you offer, including

- 1) New construction
- 2) Remodel
- 3) Modernization

- 4) Change orders

Be thorough and specific.

## **J. INSURANCE**

Provide the following:

- 1) Professional liability insurance of \$1,000,000 annual aggregate minimum.
- 2) General liability insurance of \$2,000,000 annual aggregate, \$1,000,000 per occurrence
- 3) Name of the professional liability insurance carrier
- 4) Whether the policy of insurance is on an occurrence or claims-made basis
- 5) Policy limits
- 6) Deductible on the policy of insurance
- 7) Number of years with carrier
- 8) Claims made on any policy of insurance held by the organization
  - (a) A detailed explanation of the nature and type of claim
  - (b) Whether the claim has been resolved
  - (c) The terms of the resolution

## **K. REFERENCES**

Provide four (4) references from School Districts where your firm has completed similar types of projects within the past five years. Please inform references they may be asked to provide a reference by phone, email, or fax. Provide the following reference information in the format below:

- 1) District/Organization
- 2) Contact name, telephone number, and Email address
- 3) Project name
- 4) Project description
- 5) Scope of services
- 6) Project start and completion dates
- 7) Total project cost
- 8) Change order information; total dollar amount of change orders
- 9) Significant issues and how issues were resolved (if applicable)
- 10) Construction delivery method used

## **L. COST ESTIMATING**

Provide a statement describing the methodology utilized to estimate the probable construction cost of a project. Include:

- 1) Methodology
- 2) Contingencies utilized
- 3) Standard estimating manuals used as reference
- 4) Experience of estimator
- 5) Accuracy of estimates
- 6) Describe your firm's willingness to commit to the estimate provided

## **M. OTHER**

Each architectural firm is encouraged to provide additional information, or description of resources the firm feels are pertinent to this Proposal as related to the selection criteria listed below.

## **N. CRITERIA FOR SELECTION**

Each RFP submitted will be evaluated based on but not limited to the following criteria:

- 1) Overall Proposal
- 2) Depth of Background with School Projects
- 3) Proposal of Architectural Firm's Personnel
- 4) Relevancy and Quality of Past Experiences

## **GENERAL INFORMATION**

### **A. SUBMITTAL OF STATEMENT OF PROPOSAL**

All submittals should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for any errors or omissions on the part of the firm in the preparation of the submittal. The District reserves the right to reject any and all submittals, or to waive any irregularities or information in the submittals.

### **B. SIGNATURES**

Submittal must be signed by a representative of the organization with authorization to bind the organization by contract.

### **C. DISQUALIFIED STATEMENTS**

Any submittal received after the time and date stated above shall be refused and returned.

### **D. WITHDRAWAL OF SUBMITTAL**

Organizations may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

### **E. COPIES OF SUBMITTAL**

Each organization making a submittal must include an original and eight (8) copies in a sealed envelope prominently marked with the Request for Qualifications No., Architectural Design Services", the due date, time, and the organization's name submitting the response. Responses shall be on 8-1/2" X 11" paper and in electronic format.

### **F. CONTACT**

Organizations interested in making a submittal are directed not to make personal contact with members of the District's Governing Board. Any contact will constitute grounds for disqualification of consideration. Questions regarding the RFP should be directed to: [cbarnes@sierrausd.org](mailto:cbarnes@sierrausd.org)

### **G. RIGHTS OF THE DISTRICT**

This Request for Qualifications ("RFQ") does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFQ. The District further reserves the right to select the professional consultant(s) that it considers to be in the best interest of the District. Upon selection, the District will enter into negotiations with the selected firm for projects as the District deems appropriate. Following a successful negotiation, the firm will be required to enter into an Agreement between Owner and Architect.

**H. Litigation** - Indicate if your firm has ever been or currently is involved with any litigation in connection with your professional services. If yes, briefly describe the nature of the litigation, the status, and the result.

### **I. CONTRACTS**

In accordance with Public Contract Code section 20103.6, the professional consultant, upon selection, will be required to enter into a standard Architectural Services Agreement which contains the following indemnity clause:

#### **INDEMNITY BY ARCHITECT.**

To the fullest extent permitted by law, ARCHITECT agrees to indemnify, defend and hold DISTRICT entirely harmless from all liability arising out of:

- 1) **Workers' Compensation.** Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT; and
- 2) **General Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to a person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent Architects who are directly employed by the DISTRICT. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by section c below), its officers, agents, or employees that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and
- 3) **Professional Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default or omission of the ARCHITECT, or any person, firm or corporation employed by



the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the ARCHITECT's obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorney's fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT.

## **DESCRIPTION OF SERVICES DESIRED**

### **A. SUMMARY OF SPECIFIC SERVICES DESIRED**

Agreement shall include the basic services as defined in the Owner/Architect Agreement and the following:

- 1) Facilitation and publishing of the Educational Specifications
- 2) Colored rendering suitable for reproduction and mounting or framing
3. Design and construction documents services
- 3) Agency approval services, including but not limited to DSA, CDE, OPSC, and local jurisdictions
- 4) Bidding and construction administration services
- 5) Complete set of Record Drawings

### **B. DETAIL OF DESIGN SERVICES DESIRED AND RELATED WORK FOR THE CONSTRUCTION PROJECTS**

- 1) Review available documentation, verify existing field conditions, and confirm the accuracy of as-built documents in order to utilize for preparation of the design documents.
- 2) Prepare design documents as required by the California Department of Education in accordance with the District's architectural services agreement and program specifications provided by the District.
- 3) Assist the District in obtaining plan approval from the California Department of Education and Division of the State Architect.
- 4) Prepare Schematic/Design Development and Construction Development plans and specifications for submittal to the District and other state and local agencies requiring submittal for project approval.
- 5) Prepare all necessary bidding information and forms required by the District and assist the District throughout the entire bid process.
- 6) Provide Construction Administration during the life of the construction project, including the preparation, review, and recommendation of all construction-related documents.
- 7) Prepare project schedule, budget, design documents which satisfy the requirements of the State's School Facilities Program and the District design standards and/or guidelines.
- 8) Prepare Auto Cad and PDF versions of the project As-Builts after the project is completed.
- 9) Provide all work product items in digital format and transmit hard and digital copies to client throughout the project as determined by the District.

10) Track, process, and submit all required close-out documentation required by DSA and any other regulatory agency.

**END OF SECTION**