

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES**

The Dixon Unified School District ("District") is soliciting Statements of Qualifications ("SOQ") from architectural firms to become eligible for the design and related work associated with the various District reconstruction/modernization, alterations, portable classroom addition projects and new construction projects.

The purpose of this Request for Qualifications ("RFQ") is to obtain information that will enable the District to select a limited number of Pre-Qualified Consultants ("Pre-Qualified Consultants") that can assist the District in connection with such services as the District may, from time to time, require in connection with modernization of existing facilities and construction of new facilities throughout the District. Each Architectural firm responding to this RFQ should be prepared and equipped to provide complete and detailed architectural services on behalf of the District in an expeditious and timely manner and on relatively short notice so as to enable the District to meet critical time deadlines and schedules.

If your firm is interested in performing architectural services work for or on behalf of the District, please submit to the District a detailed summary of your firm's qualifications in accordance with this RFQ. The deadline for receipt of SOQs is **11:00 a.m.**, on **June 24, 2016** ("Response Deadline"). Note that SOQs delivered after the Response Deadline may not be considered. A minimum of two (2) hard copies and one (1) electronic copy on a CD or flash drive in PDF format of your SOQ should be submitted to:

Dolinka Group, LLC
8955 Research Drive
Irvine, CA 92618
Attn: Rachel Chang-Kwei

All submittals will become the property of the District. Information in the SOQs will become public property and subject to disclosure laws. The District reserves the right to make use of any information or ideas in the SOQs, reject any or all applicants, and to waive any irregularities or informalities in the RFQ and RFQ process. All costs associated with the preparation or submission of qualifications for this RFQ are solely the responsibility of the candidates.

In order for the District to make an informed decision regarding selecting an architectural firm among responsible and responsive candidates, your SOQ must contain the following described elements or evidence that the architectural candidate meets or exceeds the requirements stated hereto in this RFQ.

1. SCOPE OF SERVICES

1.1. Modernization and New Construction

- 1.1.1. Assist District in identifying school reconstruction/modernization and new classroom construction needs.
- 1.1.2. Meet and present to staff and public regarding reconstruction/modernization and new classroom construction projects.
- 1.1.3. Prepare plans and documents required by the California Department of Education (CDE) and the Division of State Architect (DSA).
- 1.1.4. 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.
- 1.1.5. Prepare project schedule, budget, design documents which satisfy the requirements of the State's School Facilities Program (or successor program) and the District design standards and /or guidelines.
- 1.1.6. Prepare all necessary bidding information and forms required by the District and assist the District throughout the entire bid process.
- 1.1.7. Prepare schematic/design development of construction document plans and specifications for submittal to the District and other agencies requiring submittal for project approval.
- 1.1.8. Prepare all necessary schematic/design and construction documents such as an estimated project cost summary of submittal to the District and other agencies requiring submittal for project approval.
- 1.1.9. Serve as Construction Administrator during project construction which includes preparation, review, recommendation and submittals to District of any change orders.
- 1.1.10. Prepare as-builts of completed projects.
- 1.1.11. Assist District in identifying and applying for State funding.

1.2. Contract Closeout.

- 1.2.1. Track, process, and submit all required close-out documentation required by DSA and/or any other regulatory agency.

2. **SOQ FORMAT** SOQs should be typewritten, concise, straightforward, and must address each requirement and question. General information:

- Submittals shall be signed by an authorized individual or officer of the firm submitting the statement.
- Materials must be in 8 ½ x 11 format.
- Table of Contents to include:
 - Cover Letter
 - Business Information
 - Project Approach
 - Relevant K-12 Experience
 - References
 - Dixon Unified School District Vision
 - Project Team Summary
 - Fees
 - Litigation History
 - Insurance

An Architectural firm's SOQ shall at a minimum, include all of the following:

2.1. Cover Letter A cover letter containing an introduction, including the name, address, telephone number, and e-mail address of the person or persons authorized to represent the institution regarding all matters related to the SOQ. Cover letter should also include number of years in business and date firm was established. Clearly state that your firm is interested in being qualified for all three (3) types of projects under this RFQ (new construction, modernization and expansion). If not, state which type of project your firm is interested in being qualified for. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

2.2. Business Information Provide the following information for your firm and all sub-consultants:

- Company Name
- Address
- Telephone
- Fax
- Website URL (if applicable)
- Name and email of main contact
- Federal Tax I.D. Number
- License information including number and expiration date, if applicable
- Business Structure (Corporation, Partnership, etc.)

- A brief description and history of the firm
- Number of employees (licensed professionals, technical support, etc.)
- Number of current projects and present workload and where possible, projected workload for the period in question
- Location of office where the bulk of services solicited will be performed
- Proof of Errors and Omission insurance and coverage amounts

2.3. Project Approach Address the following:

- Provide a statement demonstrating your firm or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District's goal of moving the project into construction within the earliest possible timeframe.
- A brief written summary of the firm's philosophy related to the planning and design of the District's program.
- Describe your firm's approach to cost estimating including some history of cost estimates versus actual bid amount on three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of new construction projects.
- Describe your firm's approach to quality control/assurance procedures including coordination of design disciplines and State final certification.
- Describe your approach to compliance with program requirements and conformance with all applicable code requirements.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of energy savings in the facility design.

2.4. Relevant K-12 Project Experience Provide information about prior services/designs prepared by your firm on at least five (5) prior educational projects at the K-12 level. Include the following information:

- Briefly state the relevance for each project included for consideration in this RFQ.
- Various delivery methodologies, including LLB, CM multi-prime, and CM at risk.
- Specify role of firm or individual if work was not exclusively completed by the firm (i.e. joint venture, etc.)
- Provide a list of the following for each project:
 - Project name and location
 - Beginning and end dates of project (including construction)
 - Square footage
 - Main program elements
 - Owner and name of contact with contact information
 - Number of RFI's and Change Orders with associated dollar values
 - Original budget, bid amount, and final amount at close-out
 - Key individuals of the firm involved and their roles in the project
 - Any sub-consultants that worked with the firm.

2.5. References

- Provide five (5) K-12 references who you have worked with in the past five (5) years. Four of the references can be for existing clients. However, one of the references must be for a client you no longer do work for. Please provide a written explanation as to why you no longer have a relationship with that client.
- Provide two (2) Program Manager or Construction Manager references that include a reference for construction administration services.
- Provide authorization of the "Architect" and all principals thereof to allow the District to make oral and/or written inquiries of all references listed, regarding your qualifications, performance, reasonableness of fees and charges, and quality of final results.

2.6. Dixon Unified School District Vision Explain how the District's Vision will be incorporated into all architectural services. Additionally, please describe how a local presence will be established and maintained.

2.7. Project Team Summary Identification of Architectural firm's project team and their specific expertise, experience, and resources to ensure suitable architectural services. Indicate key team members, years with the firm, resumes, and California Registration Numbers, as applicable.

2.8. Fees Provide your fee schedule. If you plan to propose charging any costs for additional services, describe the types of costs to be covered and a proposed fee schedule. Be sure to include overhead and other special charges.

2.9. Litigation History Provide a comprehensive five-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients.

2.10. Insurance Provide proof of coverage for the types and amounts of insurance carried by the Architect, including CGL, automobile liability, Workers Compensation, and Professional Liability Coverage. Minimum limits of insurance required by the District for consultant and sub-consultants are as follows:

- Commercial General Liability Insurance (CGL) with a combined single limit of not less than \$1,000,000 each occurrence/\$1,000,000 in the annual aggregate.
- Business Automobile Liability Insurance with a combined single limit of not less than \$1,000,000 each accident.
- Professional Liability (Errors & Omissions) Insurance with a limit not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate.
- Workers' Compensation Insurance as required by the State of California.

3. **CRITERIA FOR SELECTING PRE-QUALIFIED CONSULTANTS** Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting Pre-Qualified Consultants. The evaluation criteria are as follows:

- 3.1. Timeliness and Completeness of SOQ To receive maximum consideration, Architectural firm's SOQ must be received by the Response Deadline. In addition, Architectural firm's SOQ will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFQ.
- 3.2. Technical Qualifications and Competence This includes experience, expertise, and familiarity with applicable laws and requirements for public works projects in general and school projects in particular.
- 3.3. Record of Past Performance This includes work quality, completion of work on schedule, cost controls, contracts held with Districts over the last 5 years as well as the response of references provided by the Architectural firm or any other references identified by the District.
- 3.4. Approach to Work This includes project management and coordination methodologies, analysis and study approaches and ability to respond to emergencies and delays.
- 3.5. Cost Control This includes cost control procedures, preliminary cost estimates, personnel utilization, billing rates for personnel and Architectural firm's policies respecting the pass-through to the District of overhead costs.

Based on the District evaluation of the SOQs that the District receives, the District may select one or more Pre-Qualified Consultant. The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives. The District also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFQs, (iii) reject any and all submittals, and/or (iv) provide for other mechanisms for Architectural firms to become Pre-Qualified to provide architectural services for the District. The District is not obligated to explain any deficiencies in their proposal, nor accept requests for justification from firms not selected.

4. **POLICIES APPLICABLE TO CONTRACT AWARDS** Acceptance by the District of any SOQs submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract for Architectural firms services. All work to be performed under any awarded contract must conform to the requirements of the District and, if applicable, the CDE and all other governmental agencies with jurisdiction. Architectural firms that are pre-approved by this RFQ process to perform work for the District and hereafter ultimately selected to perform work for the District shall be responsible for: (i) obtaining all permits and approvals required to carry out the work, and (ii) coordinating all of its activities with the relevant property owners and their tenants and neighbors, the District, the CDE, and all other entities having jurisdiction or likely to be affected by Architectural firm's activities.
5. **QUESTIONS REGARDING RFQ PROCESS** Please call or email Rachel Chang-Kwei of Dolinka Group, LLC at 949.250.8300 or rchang@dolinkagroup.com if you have any questions. All questions must be submitted three (3) business days prior to the close of the acceptance period.

NOTE: Responders are cautioned to not contact members of the District's Board of Trustees or any District staff. Failure to observe these criteria will result in responder disqualification.

Interested firms should submit two (2) hard copies and one (1) electronic copy on a CD or flash drive in PDF format of the Response by **June 24, 2016 at 11:00 a.m.** to:

Dolinka Group, LLC
8955 Research Drive
Irvine, CA 92618
Attn: Rachel Chang-Kwei

The District thanks you for your interest in providing services to the District and invites your Response hereto in accordance with the terms of this RFQ.

6. Preliminary Schedule

All dates are preliminary and subject to revision.

June 13, 2016	Release of RFQ
June 21, 2016	Deadline for submission of questions
June 24, 2016	Deadline for all submissions in response to the RFQ
Week of July 4, 2016	Interviews
July 14, 2016	Board meeting to pre-qualify Architectural Firms