



SANTA ROSA CITY SCHOOLS
211 Ridgway Avenue
Santa Rosa, CA 95401

**Request for
Qualifications
And
Proposals
For
Architectural Services**

Request for Proposals Issued: January 3, 2023
Deadline for Submittal of Responses: February 10, 2023

**REQUEST FOR QUALIFICATIONS and PROPOSALS
(RFQ/P) SELECTION OF ARCHITECT(S) TO
PROVIDE ARCHITECTURAL/ENGINEERING
SERVICES FOR PROJECTS IN THE
SANTA ROSA CITY SCHOOLS (SRCS) DISTRICT**

Santa Rosa City Schools (SRCS) is seeking Requests for Qualifications/Proposals (RFQ/P) from qualified architectural organizations to provide architectural and engineering services related to the possible construction of additions to existing school sites, modernization/reconstruction/renovation of existing schools and district facilities, and new school construction. It is the intent of SRCS to approve a list of architects that will be used to complete projects during the next several years that are included in SRCS's Bond Measures approved by the voters of SRCS at the November 2022 election.

Qualified organizations are invited to submit five (5) **bound** originals and one (1) flash drive with an electronic version of the said proposal that meets the requirements described herein no later than **2:00 p.m. on Friday, February 10, 2023**, to the following address:

**Mr. Erik Oden
Director, Maintenance and Operations
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401
eoden@srcs.k12.ca.us**

This Request for Qualifications/Proposals does not commit Santa Rosa City Schools to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. SRCS reserves the right to accept all or part of any RFQ/P or to cancel in part or in its entirety this Request for Qualifications/Proposals. SRCS further reserves the right to accept the proposal(s) that it considers to be in the best interest of SRCS.

Thank you for your interest in working with SRCS.

Erik Oden
Director, Maintenance and Operations
SANTA ROSA CITY SCHOOLS

INSTRUCTIONS FOR SUBMITTAL OF RFQ/P's

I. GENERAL INSTRUCTIONS

A. Submittal of RFQ/P'S

RFQ/P's should be reviewed for accuracy before submission to SRCS since said document may not be adjusted after submission to SRCS. SRCS will not be responsible for errors or omissions in any RFQ/P. SRCS reserves the right to reject any and all RFQ/P's, or to waive any irregularities, or informalities in the RFQ/P's.

B. Signatures

All RFQ/P's must include a signature of an authorized officer of the firm submitting the RFQ/P. A signature form has been included with this document.

C. Disqualified RFQ/P's

Any RFQ/P received after **2:00 p.m. on Friday, February 10, 2023**, shall be refused and returned to the firm unopened.

D. Withdrawal of RFQ/P's

Firms may withdraw their RFQ/P, either personally or by written request, at any time prior to **2:00 p.m. on Friday, February 10, 2023**. Any request to withdraw a RFQ/P is effective only if received by SRCS before **2:00 p.m. on Friday, February 10, 2023** at the following location:

Mr. Erik Oden, Director, Maintenance and Operations
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, California 95401

E. Copies of RFQ/P's

Each firm submitting a RFQ/P must include five (5) **bound** originals, and one (1) flash drive with an electronic version of the RFQ/P.

F. Contacts

In order to control information disseminated regarding this RFQ/P, firms interested in submitting RFQ/P's are directed **not** to make personal contact with members of the Board of Trustees and SRCS Administration with the exception of the individual listed below:

Mr. Erik Oden, Director, Maintenance and Operations
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401
Phone: (707) 890-3800 x 80230

E-Mail Address: eoden@srcs.k12.ca.us

Mrs. Kelley Cook
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401
Phone: (707) 890-3800 x 80223
E-Mail Address: kcook@srcs.k12.ca.us

Any questions concerning this Request for RFQ/P's must be submitted *by email* to the above address no later than **January 31, 2023**. Responses to individual queries will be provided as soon as possible. An anonymous summary of all Q&A's will be emailed to all interested Respondents **no later than February 3, 2023**. Respondents who wish to be placed on an email list to receive the summary Q&A's and any updates concerning this Request for RFQ/P's must email eoden@srcs.k12.ca.us and kcook@srcs.k12.ca.us to request placement on the email list.

G. SRCS Required Forms

Your RFQ/P must include SRCS Required Documents that are enclosed herein which include the Offer to Enter Into Agreement; Terms and Conditions; and Non-Collusion Affidavit.

H. Rights of SRCS

SRCS reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of a RFQ/P submitted in response to this RFQ/P.

II. PURPOSE OF REQUEST FOR QUALIFICATIONS/PROPOSALS

A. Selection of Architectural Firms

It is the intent of the administration to recommend to the Governing Board a pool of architectural firms from which SRCS will make specific project appointments for additions to existing schools, and renovation and modernization projects as identified in SRCS's current and upcoming revised Facility Master Plan (FMP) with funding for said projects derived primarily from bond measures approved by the citizens of SRCS in November 2022.

III. DESCRIPTION OF PROJECTS

A. Background Information

Santa Rosa City Schools operates under a locally-elected seven-member Board form of government and provides educational services to grades Pre-K-12th as mandated by the State and/or Federal agencies. The District is a common board/common administration district consisting of the City of Santa Rosa Elementary School District and the City of Santa Rosa High

School District. For many operational purposes, the district combines its financial activity under the authority of Education Code Section 35110, et seq., but for debt financing purposes each district operates independently. The District operates ten (10) elementary schools, five (5) middle schools, five (5) high schools, four (4) charter schools, and one (1) continuation school. The Santa Rosa Elementary School District has an enrollment of approximately 4,100 students. The Santa Rosa High School District has an enrollment of approximately 11,000 students. In addition, there are approximately 1,300 students in district-authorized/operated charter schools.

B. SRCS Facility Master Plan

SRCS will make assignment of an architect for “projects” derived from SRCS’s Facility Master Plan (FMP). For reference, the current FMP can be found at <http://www.srcsbond.news>. We are currently working with a firm on revising our FMP.

The selected firm(s) will be expected to design the project, produce construction drawings, and obtain final DSA approval. In addition, the selected firm(s) will be expected to recommend to SRCS if the assigned project will be eligible for High Performance Incentive Grants (HPIG). The projects will be built using different construction delivery methods (LLB, CM Multi Prime, CM @ Risk, or General Contractor). The Architect will be expected to work with SRCS’s pool of Construction/Project Managers during the design, pre-construction, and construction phases of the projects.

C. Financing the Capital Facility Plan

1. General Obligation Bonds

Santa Rosa City Schools received approval from the voters of SRCS in the November 2022 election to issue General Obligation bonds over the next several years. SRCS will use the proceeds from the sale of bonds for the implementation of SRCS’s Facility Master Plan.

2. Other Local Resources

In addition to bond measure proceeds, SRCS will also apply developer fees to assist in the implementation of the Facility Master Plan and any interest earned from bond proceeds will be used for capital facility projects included in the FMP.

3. Projected State Facility Funds

SRCS has contracted with a consulting firm to assist in the development of State new school construction eligibility and a detailed projection of State modernization eligibility for each school site including the estimated student grants and the date the school will become eligible.

In addition, it is the intent of SRCS to aggressively pursue additional State

construction funds including but not limited to career tech grants, joint-use grants, and any other program made available to local school districts.

Selected architectural firms will be required to work with District staff and SRCS's consultant to secure all possible State construction funds through the Office of Public School Construction (OPSC) and the State Allocation Board (SAB).

4. Possible Federal Grants

SRCS will take advantage of any new or the extension of any Federal program that will assist SRCS in obtaining resources for its capital facility program and any new opportunity that might be made available by the Federal Government.

IV. CONTENTS OF REQUEST FOR QUALIFICATIONS/PROPOSALS

A. General

In order for RFQ/P's to be considered, said RFQ/P must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in an RFQ/P response.

Respondents shall submit five (5) **bound** originals of the RFQ/P in 12-point font and, all copies shall be spiral bound into books of approximately 8 ½" x 11" format, **not to exceed twenty-five (25) pages**. Further, one (1) flash drive with an electronic version of the RFQ/P shall also be made available to SRCS at the time the RFQ/P is submitted. **The envelope in which the bound copies are submitted must identify the title of the RFQ/P**. Although not required, firms responding to this RFQ/P are permitted to include an appendix limited to samples of past projects that will **NOT** be considered part of the twenty-five (25) page limit.

All respondents shall follow the order and format specified below. Each section of the RFQ/P shall be tabbed to correspond to the numbers/headers shown below:

B. Submittal Letter

The cover letter shall be brief (two pages maximum). Include the RFQ/P's title and submittal due date, the name, address, fax number, and telephone number of the responding firm (or firms if there is a joint venture or association). If the firm is proposing to co-respond with another principal firm, the cover letter must specify the type of services to be provided by each firm and the proposed percentage allocated to that phase or function for the co-respondent. The submittal letter will **NOT** be considered part of the twenty-five (25) page limit.

C. Table of Contents

Include complete and clear listings of headings and pages to allow easy reference to key

information. The table of contents will **NOT** be considered part of the twenty-five (25) page limit.

D. DVBE Requirements

Describe the firm’s Disabled Veteran Business Enterprise (DVBE) contract capabilities and your ability to meet any State requirement related to DVBE.

E. Description of Firm

This section should provide SRCS information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of SRCS.

F. Project Team

Please list the Architect(s) in your firm that would be involved in the design, bidding or construction phases of either new, or renovation projects at existing school and district operation sites. Please list the consulting engineer used by the firm in the following areas.

- a. Structural
- b. Mechanical
- c. Civil
- d. Electrical
- e. Technology
- f. Low Voltage
- g. Landscaping

G. Knowledge of State Funding for School Construction

The RFQ/P shall include the background, experience and success of your firm regarding State Funded Building Projects, including the application process for all State programs operated by the Office of Public School Construction and the State Allocation Board including new construction, modernization, financial hardship, facility hardship, deferred maintenance, career tech, and High Performance Incentive Grants, etc.

H. Experience in Working with State Agencies

Describe the experience of key personnel who will be assigned to SRCS projects in working with and receiving approval from State Agencies including but not limited to the California Department of Education, the Division of State Architect, and the Department of Toxic Substance Control.

I. Experience with Education Specification Development

The RFQ/P shall include a description of the experience of key personnel in working with District staff in the development of educational specifications especially on renovation/modernization projects. Identify the process your firm would use in the development of educational specifications for the type of projects included in SRCS’s capital facility master plan.

J. Management of Workload

Describe the ability of your firm to complete projects assigned to your firm taking into consideration your current workload. Further, identify the size and number of capital projects your firm would be capable of handling simultaneously without SRCS experiencing any delays in the completion of project plans and specifications.

K. Legal Issues

Please respond to each of the following questions:

- Is there currently any legal action pending against your firm by another public agency related to services, or lack thereof, provided by your firm?
- Have there been any settlements or judgments involving such actions within the last ten (10) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery?
- Within the past ten (10) years, has your firm ever had a professional engineering services contract terminated by a California public agency? If yes, please identify the name of the public agency and the reason for the termination.

L. Fees

With the understanding, the architect fees for projects are negotiable depending on the size and number of projects assigned to a firm, summarize your firm's fee proposal based on the type of projects included in SRCS's Facility Master Plan (additions to existing campuses, modernization, rehabilitation, renovation, technology, etc.). Firms are encouraged but not required to be "creative" in their fee proposal by submitting a proposal that does not "mirror" the former fee schedule used by the Office of Public School Construction prior to the adoption of SB 50 in 1998.

M. Design Process – New School Project

Please describe the design process proposed by your firm for a school. Describe how the architect would coordinate the work by the various consulting engineers. Describe how your firm goes about securing the various agency approvals. Describe how your firm would provide quality assurance in the plans and specifications. Describe your firm's experience in working with a construction manager in the design and pre-construction phases of a project.

N. Design Process – Modernization/Building Additions/Remodels at Existing Sites

Describe your firm's prior architectural work at any of SRCS's sites with state funded projects. Describe your process for designing a new building, sports stadium, and/or a modernization on an existing site and how you would work with an assigned Construction/Project Manager.

O. Construction and Occupancy

Please describe the desired working relationship in the field with a construction manager or general contractor during construction. List your experience in working with Lease-Lease-Back, general, and multi-prime contractors. Describe how change orders would be minimized during construction.

P. References and Description of Experience

This section shall identify similar projects that the firm has completed as outlined in section III, Description of Projects. Indicate the areas of expertise you have previously provided and how the firm's expertise will enable SRCS to benefit from that expertise. Include the names and size of the Districts with the names and contact numbers of individuals familiar with your work that can be contacted by SRCS staff.

Q. High Performance Incentive Grants (HPIG)

Please describe the process you will use to determine HPIG grant possibilities in a modernization or new construction project.

R. Insurance

Provide proof of insurance as appropriate covering professional liability, general liability, workers' compensation, etc.

V. SELECTION PROCESS

A. Initial Screening-Phase I

SRCS Superintendent or designee will appoint a Selection Committee composed of SRCS staff and individuals experienced in the school construction industry to screen applicants and select firms for oral interviews.

Target Date for Screening and Selection of Firms for Interviews:
February 15, 2023

B. Oral Interviews – PHASE II

A panel composed of members from SRCS staff as well as experts in the school construction industry and members of the community will interview firms selected for oral interviews. Upon completion of oral interviews, the panel will select architectural firms to be recommended to the Board of Trustees for consideration and approval.

Target Date for Selected Firm Interviews: **Week of February 20, 2023**

C. SRCS Board of Trustees and Selection of Preferred Firms

The Board of Trustees will approve architectural firms based on the recommendation by the interview panel with the understanding SRCS staff will be authorized to enter into agreements for individual projects with an architectural firm from the pool of firms approved by the Board of Trustees subject to said agreements ratified by the Board of

Trustees.

Target Date for Approval by Board of Trustees of Preferred Architects: **March 8, 2023**

VI. SELECTION CRITERIA

Architectural firms submitting proposals are advised that all proposals will be evaluated to determine the "best" firms that will be able to meet the needs of SRCS. The selection criteria will include, but not be limited to, the items listed below:

- Ability to communicate with District personnel regarding the design of educational facilities to support SRCS's educational programs.
- Experience and expertise of the firm and its consulting engineers.
- Capable personnel to manage the project in the office and supervise construction in the field.
- Experience in developing bid packages and working with contractors under an alternate construction delivery method (construction management with multiple prime, lease/leaseback, construction manager at risk, etc.).
- Past record of meeting time schedules and budgets for comparable projects, accuracy of plans and minimum amount for change orders.
- Experience in working with State agencies including the Division of State Architect and the Office of Public School Construction.
- Completeness and quality of the proposal.
- Recommendations and/or visits to completed projects.
- A local office for the firm with the ability to fully staff the project(s) without travel costs or delays.
- Proximity of a fully staffed office for all consulting engineering firms without travel costs or delays.
- Oral interview.
- Proposed method for determining fee.
- Expertise and Experience in working with Construction Managers in the design and pre-construction phases.

PROPOSAL FORM

The Governing Board of the Santa Rosa City Schools will select a pool of architectural firms that will be used by SRCS Administration to appoint firms for individual new construction, renovation, and modernization projects. Once selected for individual projects the selected firm shall be expected to enter into a contract with SRCS acceptable to both parties within 15 days following notification of being selected to perform architectural services on a specific project with the understanding that the selection and contract is conditional on approval by the Governing Board.

The following "Offer to Enter into Agreement" must be completed and included with responses to the RFQ/P in order for the proposal to be accepted by SRCS. As a final

reminder, all proposals must be received in the Maintenance and Operations office, Santa Rosa City Schools, 211 Ridgway Avenue, Santa Rosa, California 95401, no later than **2:00 p.m. on Friday, February 10, 2023.**

OFFER TO ENTER INTO AGREEMENT

The undersigned hereby proposes to enter into an agreement with Santa Rosa City Schools and furnish services as outlined in the request for qualifications subject to the terms and conditions contained herein.

Name and Address of Firm

Signature of Authorized Officer or Employee of Firm

Name

Signature

Address

Title

City and State

Date

Telephone Number

Fax Number

Email Address

NONCOLLUSION DECLARATION

To be executed by the respondent and submitted with the proposal.

_____, declares and says that he or she is _____ of _____, the party making the foregoing proposal, and affirms that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or a sham; that the respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the respondent or any other respondent, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true and correct; and, further, that the respondent has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____
Signature _____

State of _____
County of _____