



# CHICO UNIFIED

## SCHOOL DISTRICT

**Administrative Offices**  
1163 East Seventh Street  
Chico, CA 95928-5999  
530.891.3000  
**WWW.CHICOUSD.ORG**

Attn: Interested Architectural Firm(s)

Re: Request for Statement of Qualifications  
Chico Unified School District

Date: July 21, 2022

### I. INTRODUCTION

The Chico Unified School District is requesting **“Statements of Qualifications” SOQ’s** from experienced Architects qualified to provide services depicted in this RFQ for updating the current Facilities Master Plan. The District is soliciting SOQ’s from a number of qualified firms with experience in facilities master planning for California K-12 facilities, and facilitating innovative and collaborative problem-solving. The District intends to do the following:

- Select an experienced Architectural Firm (“Consultant”) based on the analysis of statements of qualifications from experienced architects that have provided Master Planning Services for K-12 schools districts in the State of California.
- The District will, at its discretion, enter into an Architectural Services Agreement with the selected architect.

#### Scope of Services:

1. Updating the current Facilities Master Plan:<http://www.chicousd.org//Departments/Business-Services/Facilities--Construction/Facilities-Master-Plan-FMP/index.html>).
2. Evaluate each elementary site current utilization, conditions and create a roadmap on how to implement UTK (modernization, new construction, or both, with related outdoor learning areas).
3. Evaluate site developments (parking, playgrounds, etc.) for all Facilities Master Plan projects.
4. Evaluate and update phased implementation plan.
5. Lead community meetings to gain public input on UTK options and inform public on all aspects of the updated Facilities Master Plan, including costs and phasing.
6. Create new SP1a site maps for all schools in a format that can be modified by District personnel.
7. Update impacts related to Demographics utilizing existing District data.
8. Complete facility assessments and scoring Districtwide.
9. Complete Master Site Plans.

### II. FACILITIES MASTER PLAN GOALS

Primary goals for the Facilities Master Plan include:

- Prepare a comprehensive list of projects to support and enhance the District’s educational goals;



- Identify the cost of the comprehensive list of projects for prioritizing; and
- Present options to meet current and future educational initiatives.

### **III. DETAILS**

#### **A. COMMUNITY OUTREACH**

An important component of the Facilities Master Plan will be a community involvement process to engage District staff, parents, teachers, and the community in the identification of issues, needs and evaluation of options, proposals and priorities. Outreach activities and meetings will occur throughout the process in order to provide key input throughout the planning process. The Consultant shall propose methods, facilitate forums (e.g. interviews, survey, town hall meetings, and focus groups) and a schedule to obtain a requisite level of community input.

#### **B. FACILITIES ASSESSMENT**

The Consultant shall include the digital database of all existing District properties including location, land area, site improvements, square footage by use, and specialized facilities. The database will draw upon existing District inventories and information, and supplement with all discipline site assessment. The database shall include location maps and site plans showing adjacent areas for all sites. Building plans shall be included where available. The District has an extensive plan database of most school site plans which will be made available to the successful firm. The Consultant and all Sub-consultants shall generate FCI (Facility Asset Condition Index) Scores for site and building(s) conditions and educational adequacy.

#### **C. KEY GOALS, GUIDING PRINCIPLES AND PRIORITIZATION CRITERIA**

Based on direction from the District Administration, Governing Board, Steering Committee and community groups, the Consultant shall articulate key goals for the Facilities Master Plan and reaffirm the set of guiding principles as a framework for the Facilities Master Plan. In addition, the consultant will work with the above group to develop project prioritization criteria that will be approved by the Chico Unified School District Board of Education.

#### **D. FACILITIES MASTER PLAN**

Utilizing the key goals, guiding principles and project prioritization criteria, the consultant will develop the Facilities Master Plan for presentation to and approval by the Chico Unified School District Board of Education.

#### **E. DISTRICT SPECIALTY CONSULTANT**

To ensure continuity with the original Facilities Master Plan and previous master plan updates, one of the members from the original facilities master plan team will join the District team to



assist in guiding the process. The Specialty Consultant will work with the District and the selected Consultant Team to ensure that the process maintains the same quality, includes a strong community outreach, respects previous decisions and input, and maintains a similar final format.

#### **IV. FORM OF SUBMITTAL**

Statements of Qualifications (SOQ's) must be organized and tabbed to respond in the same order and format as listed below. Company brochures or promotional materials will not be accepted. The District must receive six (6) hard bound copies in a 3-ring binder and one (1) electronic copy on a USB 2.0 flash drive of the proposal no later than 2:00p.m. on August 17, 2022.

##### Section 1: Firm Organization

- Program organization chart including the names of individuals to be involved in the Facilities Master Planning Team. Include resumes/qualifications/relevant experience of these individuals. Include a list of the in-house design disciplines your firm provides.
- The names of firms and individuals that will perform any sub consultant work for your firm (i.e. outside firms providing cost estimating, planning, mechanical, electrical, technology, architectural drawings). Provide resumes/qualifications/experience of each person to be involved in the program.

##### Section 2: References

- List the assignments where your firm has experience in facilities planning for multiple or large sites, specifically UTK integration. Provide contact information (name, phone, email) for those assignments. **Do not include projects completed by other branch offices or by individuals that are not part of the proposed organizational chart.**
- Provide one (1) hard copy of an example Facilities Master Plan prepared for a comparable district with a similar scope of services requested. Please deliver a second copy in digital format
- Provide total fee for producing the example Facilities Master Plan.

##### Section 3: Approach

- Provide a recommended or specific approach for accomplishing each item in the section "Scope of Services."



- Specifically describe or provide an example of a modifiable SP1a map for a school campus. Include necessary features (utility shutoff locations, buildings, room numbers, door locations, fencing limits etc.)

#### Section 4: Schedule

- Provide a detailed schedule for the work and demonstrate your firm's ability to meet this schedule. Describe how your firm manages and controls planning and design costs, prevents project scope increases, and is able to provide the highest quality program and planning in relation to fees.

#### **V. PROPOSAL SUBMISSION**

The District must receive six (6) copies and one (1) electronic copy of the Qualifications Statements in response to the RFQ marked: RFQ Architectural Services to:

Chico Unified School District  
Facilities & Construction Department  
2455 Carmichael Drive  
Chico, CA 95928  
Attn: Julie Kistle, Director of Facilities & Construction

**Statements of Qualifications must be received by 2:00p.m. on August 17, 2022.**

#### **VI. SELECTION PROCESS/PROJECT TIMETABLE**

The District will evaluate Architects on their demonstrated competence and on their professional qualifications necessary for the satisfactory performance of the services required, as evidenced in their responses and/or interviews and as described in Section I of this RFQ and according to the evaluation criteria described in Section VII. The District may negotiate and contract at a compensation that the District determines is fair and reasonable. Should the District be unable to negotiate a satisfactory contract with the Architect considered to be the most qualified at a price the District deems reasonable, negotiations will occur with the second most qualified Architect. In the event negotiations fail with the second most qualified Architect, the District may undertake negotiations with the third most qualified firm, and so on, and so forth.

The District reserves the option to contract with the same Architect for design services on projects identified in the Facilities Master Plan.

The District may conduct interviews with the most qualified Architects that submit SOQ's at the District's sole discretion if deem necessary.



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The District reserves the right to select none, one, or more firms to perform the work identified within this RFQ.

NOTE: Incomplete proposals, incorrect information, or late proposals may be cause for immediate disqualification. Issuance of this RFQ does not commit the District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the RFQ evaluation process. District retains the right to reject any or all proposals or to cancel this RFQ process at any time. All Respondents should note that the execution of any contract pursuant to this RFQ is dependent upon the approval of the Chico Unified School District in its sole discretion.

**The following dates present a general guideline and are subject to change by the District:**

Statements of Qualifications due	August 17, 2022
Interview Firms (if deemed necessary)	TBD
Present selection and recommendation results to Board of Trustees for approval	September 21, 2022
Facilities Master Plan Completed	January 30, 2023

### Contacts for Information

Responders may contact Julie Kistle, Director of Facilities, at [jkistle@chicousd.org](mailto:jkistle@chicousd.org). Visits to CUSD sites will be permitted to the extent that they do not unduly interfere with the conduct of school activities. Advanced notice is required.

### Board Contact

No business entity, including any agent of such entity, shall directly or indirectly contact any Board member immediately before or during the submission process of any project on which the business entity intends to or has submitted a SOQ. Any vendor violating this policy shall be deemed disqualified from responding. Should such contact come to light after a contract is awarded and the entity was deemed the successful responder, the Board reserves the right to cancel any contract awarded, in which case, the vendor shall be liable for any damage incurred by the District. The Board shall exercise its best judgment for the benefit of the District in deciding whether to proceed or not, depending on all of the facts and circumstances.

## **VII. SUBMITTAL EVALUATION CRITERIA**

Submittals received by District will be evaluated according to the criteria listed below:

- Conformance to the specified RFQ format;
- Organization, presentation, and content of the submittal;
- Specialized experience and technical competence of the firm(s), including principal firms, joint



venture-partners, and consultants considering the types of service required; the complexity of the project; record of performance; and the strength of the key personnel who will be dedicated to a project;

- Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner;
- Knowledge and understanding of the State of California UTK requirements;
- Experience of key personnel; Staff capacity, depth and current workload and commitment to provide service to client;
- Nature and quality of the firm's completed work;
- Creative project problem solving;
- Firm's professional reputation, client relationships, and fee competitiveness.

#### **VIII. GENERAL INFORMATION**

**Compliance:** Submittals must be in strict accordance with the requirements of the RFQ. Any Statement of Qualifications not submitted in accordance with the requirements of the RFQ may not be considered. The District reserves the right to waive any irregularity or informality in the process at the District's sole discretion and election.

**Late Proposals:** It is the Respondent's responsibility to ensure its SOQ submittal is received by the District on or before the time and date specified. Submittals received after the date and time specified will not be considered.

#### **Special Conditions:**

- Public Record.** All SOQ's submitted in response to the RFQ become the property of the District – (with the exception of financial information) and as such, might be subject to public view.
- 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.
- Drug-Free Policy and Fingerprinting.** The selected Architect shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.
- Costs.** Costs of preparing a SOQ in response to this RFQ are solely the responsibility of the Respondent.
- Disabled Veteran Business Enterprises ("DVBE") Participation Goal.** Pursuant to Education Code Section 17076.11, the District has adopted a participation goal for DVBE of at least 3 percent (3%) per year of the overall dollar amount of funds allocated to the District for construction or modernization. Compliance with Disabled Veterans Business Enterprises



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(DVBE) established by the State of California as defined in Public Contract Code Section 10115.1 is required. For detailed information about DVBE contact the Department of General Services, Office of Small Business and Disabled Veteran Business Enterprise Certification, at (916) 375-4400.

- F. **Limitations.** This RFQ does not commit the District to award a contract, to defray any costs incurred in the preparation of a SOQ pursuant to this RFQ, or to procure or contract for any work.

**-END OF DOCUMENT-**