



Administrative Offices
1163 E. Seventh Street
Chico, CA 95928-5999

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Attn: Interested Architectural Firm(s)

Re: Request for Statement of Qualifications (RFQ)
Chico Unified School District

Date: November 6, 2023

SECTION 1 – 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 the possible design and construction of several future facilities projects. Projects may be divided among successful applicants. The District intends to do the following:

1. Select experienced Architect(s) based on the analysis of statements of qualifications from experienced architects that have designed and constructed K-12 schools.
2. The District will, at its discretion, enter into a pre-design agreement with the selected architect(s) for project programming, coordination meetings and the development of plans and specifications. The initial phase of work will address programming, site master planning, conceptual design, and a preliminary cost estimate.
3. The construction of the projects will not commence until after written Division of State Architect approval of the plans and specifications is obtained by the Architect on behalf of the District.
4. The District is soliciting SOQ’s from a number of qualified firms with experience in the planning, design and construction of K-12 facilities projects valued in excess of \$19 million dollars.
5. This RFQ will address Master Plan projects at the following schools:
 - Citrus Elementary School - Modernization
 - Transitional Kindergarten at Emma Wilson, Little Chico Creek & Marigold
 - Rosedale Elementary School – New Construction
 - Chapman Elementary School – New Construction & Interim Housing
 - Parkview Elementary School – New Construction

This RFQ describes the Project(s), the required Scope of Work, the selection process and the minimum information that must be included in each Respondent’s Statement of Qualifications.

The Chico Unified School District will compare and evaluate all Statements of Qualifications and select a firm (or firms) that best meet(s) the needs of the District, based on the following factors:

A. Background – Tell us about your firm:

- Firm experience in K-12 schools – demonstrate nature and quality of firm's completed work.
- Capacity & commitment to complete a project on time and within budget.
- Track record of designing to budget, and reconciling design and estimates.
- Ability to provide professional architectural planning and design services, engineering, quality control, and constructability reviews
- Experience of key personnel; Staff capacity, depth and current workload. Provide specific details regarding your firm's workload and team availability.
- Experience in data & communications, safety & security, and access control systems used in schools.
- Identify the location of the firm's office that will be doing this work.
- Experience designing to the California Building Code, including energy saving devices and strategies for sustainability.
- Expertise working with CA School Facilities Program and all involved State Agencies (SAB, SFPD, DSA, CDE, OPSC, DTSC, etc.) on State –funded School Facility Program projects.
- Extensive knowledge of both Federal and State requirements relative to the Americans with Disabilities Act.
- Demonstrate your firms' proven capacity and commitment to providing high quality client service – provide client references for a minimum of four (4) K-12 school projects completed within the past seven (7) years. Demonstration should include firm's professional reputation, client relationships, and accuracy of cost estimates, stability, reliability and continuity of the Firm.

B. Team Members & Project Approach – Tell us about YOU – we want to know who you are and how you think and approach a project.

- Individual strength of the design architectural team and consultants including, but not limited to, K-12 multi-use buildings, food service buildings, classroom building modernizations, and CHPS/LEED projects.
- Experience in working with laypersons on District committees (i.e. Educational Specifications, etc.) and structuring a design process to obtain input from laypersons.
- Demonstration of creative project problem solving.
- Ability to provide responsive and continuous project management services, including the identification and profile of key personnel assigned to the District's projects.
- Project architect's experience in successful and timely approval & coordination of firm's projects through the Division of the State Architect, State Fire Marshall, Office of Public-School Construction, California Department of Education.

- Project architect's knowledge of applicable State regulations and California school construction/modernization practices.
- Experience structuring fee to be both competitive and provide the District will all services required.
- Experience with developing project phases that minimize interim housing needs.
- Develop a Work Plan to identify the approach your project team (architect/firm) will bring to the project. If selected for an Interview, firms will be given the opportunity to present & expand upon their Work Plan during the Interview.

C. Unique Qualifications --- Tell us how you are uniquely qualified for this work.

- What makes you uniquely qualified to perform this work?
- Identify your proven experience related to project management responsibilities, including electronic project management capabilities.
- Demonstrate your professional capability and personality to be a full-service architect who will facilitate and oversee bidding, construction, closeout and occupancy of the project.
- Proven ability to listen to User needs, and respond / incorporate into design – whether a key program element or a District-required material standard.

Respondents are directed to send any questions, correspondence and all qualification statements to:

Julie Kistle
 Director, Facilities & Construction
 Chico Unified School District
 2455 Carmichael Drive
 Chico, CA 95928
 Telephone: (530) 891-3000 x 20602
 Email: jkistle@chicousd.org

Statements of Qualifications (SOQ's) must be organized to respond in the same order and format as the enclosed Architect's Qualifications Form. **Company brochures or promotional materials will not be accepted.** The District must receive six (6) copies of your proposal no later than 2:00 p.m. on November 28, 2023.

SECTION 2 – SELECTION PROCESS/PROJECT TIMETABLE

The process involves the solicitation and formal invitation of firms capable of performing architectural and design services, requesting the submission of Statements of Qualifications based on the RFQ. Upon receipt, the District's evaluation team will review the submittals for compliance and rank them accordingly. The top four (4) (or more if desired by District) ranked firms *may be* invited to participate in an Interview process. Subsequent to the interview (if interview is required), a final list of selected firms will be published. This final list will identify the firms *to be considered* for the development of preliminary design services, including but not limited to planning, programming, concept sketch design, preliminary budget preparation, and the development of construction documents for future projects. Respondents are **NOT** required to submit a fee proposal

at this time.

The interview and selection panel may consist of District staff including the Superintendent and the Assistant Superintendent of Business Services, the Facilities Planning/Construction Manager, Board of Trustee member(s), and an outside community representative.

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

- | | | |
|----|------------------------------------|--------------------------|
| 1. | Statements of Qualifications due: | November 28, 2023 at 2pm |
| 2. | Announce short list of Architects: | December 5, 2023 |
| 3. | Interview Firms (if desired): | December 15, 2023 |

SECTION 3 – PROJECT DESCRIPTION/SCOPE OF WORK

Current Master Plan Projects:

Citrus Elementary School - Modernization
Transitional Kindergarten at Emma Wilson, Little Chico Creek & Marigold
Rosedale Elementary School – New Construction
Chapman Elementary School – New Construction & Interim Housing
Parkview Elementary School – New Construction

Design Phase Services:

- Pre-design/Design services, including;
- Design workshops with District staff, school site personnel, and community members
- Planning and programming sessions (can be concurrent with the workshops)
- The development of education specifications
- The development of a planning and programming workbook
- Preparation of concept sketches and final presentation to the Board of Trustees
- Design documents from Schematics through Construction Docs to be developed in Building Information Modeling software
- Design development based upon the conceptual design approved by the Board of Trustees
- Preparation of plans and specifications once the design development is found to be acceptable to the District
- Coordination of all architectural design and consultant work thru 2D and 3D methods, including utilization of clash-detection software, such that construction documents approved by the District are fully coordinated prior to permit approvals and construction
- Assistance with cost estimating services and reconciliation of cost estimate to District's budget
- Processing the plans through the California Department of Education Facilities Planning Division
- Obtaining Division of the State Architect approval of the construction documents

- Assist the District with securing any available funding for school construction

Construction and Post-Construction Services:

- Review and approve record drawings and specifications, including electronic archival of project documents
- Review and respond to all RFIs and Submittals in a timely manner;
- Assist the Contractor with compiling operations and maintenance manuals, warranties/guarantees, and certificates
- Specify the necessary training and in-service to the District's Maintenance and Operations Personnel as well as the site staff
- Assist the District in obtaining occupancy permits; coordinating final testing, documentation, and governmental inspections
- Assist the District in audit reporting to the OPSC (within 1 year of completion)
- Other responsibilities necessary for the completion of each project in accordance with the Construction Documents and all applicable State laws and regulations

SECTION 4 – SUBMITTAL FORMAT CONTENT

Each Statement of Qualifications should be concise, well organized and demonstrate Respondent's qualifications. The Statement of Qualifications may be no longer than thirty (30) pages, inclusive of resumes, forms and pictures. **Company brochures or promotional materials will not be accepted**

All Respondents are required to follow the format of the attached Architect's Qualification Form. The content of the submittal must be clear, concise and complete. Each section of the submittal shall be tabbed according to the lettering system shown on the Architect's Qualification Form coordinated with a table of contents (with page numbers) to aid in expedient information retrieval.

SECTION 5 – SUBMITTAL EVALUATION CRITERIA

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

1. 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;
2. Proposed specific approach to the work, and overall strategic plan to successfully design and complete the project(s) within the timeframes identified by the District;
3. Financial resources and stability of Respondent and any principal consultant and/or consultant team;
4. Ability to meet the insurance requirements unless the District, at its sole discretion, decides to modify or waive the insurance requirements or elects to provide project insurance; and
5. Firms demonstrated ability to design within budget.

SECTION 6 – METHOD OF SELECTION

At its discretion, the District may conduct interviews with the most qualified Architects that submit SOQ's that are responsive to this RFQ.

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 1 of this RFQ. The District may negotiate and contract for none, one, or more of the listed projects with the Architect(s) best qualified for each project, as determined by the District to be in the best interest of the District, at 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 for each project. In the event negotiations fail with the second most qualified Architect, the District may undertake negotiations with the third most qualified firm for each project, and so on, and so forth.

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.

SECTION 7 – 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:

- A. **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.
- B. **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.

- C. **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.
- D. **Costs.** Costs of preparing a SOQ in response to this RFQ are solely the responsibility of the Respondent.
- E. **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 (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-

ARCHITECT'S QUALIFICATION FORM

(Please respond in the same order/format listed below)

A. THE ARCHITECT

1. Name of Firm _____
2. Name of Principal-in-Charge _____
3. California Registration Number _____
4. Business Address _____
5. Phone Number _____
6. Email Address _____
7. Type of Firm:
Individual _____ Partnership _____
Corporation _____ Joint Venture _____
8. Date office established _____
9. Total number of K-12 school projects under the State School Building Program completed by this firm. _____
10. Total number of K-12 school projects in progress by this office at this time and approximate construction amount. _____
11. Total number of projects of all kinds in progress by this office at this time and approximate construction amount. _____

B. THE OFFICE

1. Number of employees currently in architect's office _____
2. Maximum staff employed at any one time, date _____
3. Of present employees how many are:
Architects _____ Designers _____
Draftsmen _____ Engineers _____
Spec Writers _____ Clerical _____

C. ARCHITECT'S EXPERIENCE

1. Identify the following key Team Members and provide their qualifications:

Principal-in-Charge _____
Project Manager/Project Architect _____
Contract Administrator _____
State Agency Advocate _____

Personnel identified for these positions are expected to be involved throughout the life of the project.

D. ENGINEERING ASSOCIATES

The Architect normally associates with the following firms:

1. Structural Engineer

- a. Name
- b. Structural Reg. No., Date of Reg.
- c. Business Address
- d. Total number of K-12 school jobs upon which the firm has been responsible for engineering services
- e. Remarks (include years of previous experience with Architect)

2. Mechanical Engineer

- a. Name
- b. Mechanical Reg. No., Date of Reg.
- c. Business Address
- d. Total number of K-12 school jobs upon which the firm has been responsible for engineering services
- e. Remarks (include years of previous experience with Architect)

3. Electrical Engineer

- a. Name
- b. Electrical Reg. No., Date of Reg.
- c. Business Address
- d. Total number of K-12 school jobs upon which the firm has been responsible for engineering services
- e. Remarks (include years of previous experience with Architect)

4. Civil Engineer

- a. Name
- b. Civil Reg. No., Date of Reg.
- c. Business Address
- d. Total number of K-12 school jobs upon which the firm has been responsible for engineering services

- e. Remarks (include years of previous experience with Architect)
- 5. Provide name, address and phone number of proposed landscape architect, acoustical, food service, door/hardware, energy and security consultants.

E. ORGANIZATIONAL CHART

- 1. Provide an organizational chart showing the relationship and the flow of information between the District and your firm and consultants. Please identify the key point person for your team: Project Manager.
- 2. Methodology - Describe the approach you will take for a project.

F. FIRM RESOURCES

- 1. Design Capabilities
 - a. Briefly describe your design philosophy and process with emphasis on how this will suit our need.
 - b. Briefly describe how you integrate flexibility and future technology into your design.
- 2. Technical Capabilities
 - a. Cost Estimate History (show examples of Cost Estimate versus Actual Bid Amount on 5 recent projects, at least one of which must be from each group listed in Exhibit I).
 - b. Change Order History:
 - 1. Briefly describe your approach to challenges and change orders.
 - 2. Track Record for 5 projects listed in item F.2a. Show the amount of change orders and indicate whether change order was caused by the District, Architect or Contractor.
 - c. Briefly describe your experience in meeting schedules and timelines. Include for the 5 projects listed in item F.2a. DSA submittal & review target dates and actual achieved dates. Include the contract time at bid and the actual time from start of construction to owner occupancy.
 - d. Briefly describe quality control/assurance procedures.
 - e. Briefly describe your experience with State/Local Agencies and your knowledge of State School Building Program.
 - f. Briefly describe your Construction Administration Procedures including electronic project management capabilities.

G. FINANCIAL RESOURCES

- 1. Provide three credit references.

2. Provide limits of professional liability (minimum \$1,000,000.00) for architect and engineering associates listed in items D.1 through D.4.
3. Provide limits of public liability and property damage insurance.

H. CLIENT SATISFACTION/REFERENCES

1. List of at least four education client references for which your firm has performed similar project services. References must include:
 - a. School District Name, Address
 - b. Contact Name, Phone Number
 - c. Identity project(s) for referral.
2. What K-12 school projects do you feel represent your best efforts to date and you would suggest visiting?
3. List three California licensed general or prime contractors who, in the last 7 years, have used your firm's drawings and specifications on California public school projects; include the name, address, telephone number, and contact person who can attest to the clarity and accuracy of details, coordination of design disciplines, and completeness of contract documents produced by your firm.

I. SIGNATURE

The information submitted as a summary of the architect's qualifications for work in the Chico Unified School District.

Signature

Printed Name

Title

RELEVANT EXPERIENCE

EXHIBIT I

List the K-12 school projects (within the past seven years), at any level, in production, under construction or completed.

COMPLETION DATE	PROJECT/LOCATION	INITIAL CONSTRUCTION BUDGET	FINAL CONSTRUCTION COST*	JOB STATUS

**If in progress, list projected final costs and current percentage of completion.*