REQUEST FOR QUALIFICATIONS AND PROPOSALS
ARCHITECTURAL SERVICES

NOTICE IS HEREBY GIVEN that the Washington Unified School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and design services for selected District projects.

Respondents to the RFQ/P should mail or deliver five (5) bound copies and one (1) electronic copy of their Statement of Qualifications ("SOQ") saved on a USB drive or CD and Proposal (together, "Submittal") to:

WASHINGTON UNIFIED SCHOOL DISTRICT
930 Westacre Road
West Sacramento, CA 95691
ATTN: Angie Nichols, Facilities Department

ALL RESPONSES ARE DUE BY 11:00 A.M. on July 3, 2020. Any Submittal received after that date and time will not be accepted and will be returned unopened. Please note that the reception desk to the District Office is currently closed to the public. Please make sure to coordinate all deliveries accordingly.

Each Submittal must conform and be responsive to the requirements set forth in the RFQ/P.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

A complete copy of the RFQ/P is available at the District Office, located at 930 Westacre Road, West Sacramento, CA 95691, or on the District's website (http://www.wusd.k12.ca.us/Departments/Business-Services/Facilities-Construction--Planning/Contractors/Projects/Current-RFPs-and-Projects/index.html).

If you have any questions regarding the RFQ/P please email Angie Nichols at anichols@wusd.k12.ca.us before 11:00 a.m. June 29, 2020.

RFQ/P RESPONSE SCHEDULE SUMMARY

DATE	EVENT	TIME DEADLINE
June 19, 2020	Release and advertisement of RFQ/P.	
June 29, 2020	Deadline for submission of written questions to District concerning RFQ/P.	11:00 a.m.
July 3, 2020	**Deadline for all submissions in response to RFQ/P.**	**11:00 am**
July 3, 2020 through July 9, 2020	Review of submissions by selection committee.	
July 15, 2020 and July 16, 2020	Interviews, as requested by selection committee.	
July 20, 2020	Notification to selected Firm(s).	

The District reserves the right to change the dates on the schedule without prior notice.

REQUEST FOR QUALIFICATIONS AND PROPOSALS
ARCHITECTURAL SERVICES

I. BACKGROUND AND PROGRAM DESCRIPTION

The Washington Unified School District (WUSD) is comprised of seven elementary schools, a comprehensive high school, five alternative programs, and a dependent charter school -- serving approximately 8,322 students from the city of West Sacramento.

The District is seeking SOQs and Proposals from experienced entities to provide full architectural services through the design and construction phases of selected District projects..

District projects include, but are not limited to, the following:

- Modernization of existing buildings
- Site planning of existing sites to incorporate Board directed Master Planning efforts
- New construction
- Demolishing existing portable classrooms and record change of capacity with the state records

The District reserves the right to assign additional projects at its discretion including temporary housing for the projects listed above, or the District may choose one firm for one project and another firm on the list for a separate task.

II. SCOPE OF SERVICES

Any firm selected based on this RFQ/P process must be capable of providing full architectural services through the design and construction phases of any and all selected Program projects. The desired Scope of Services is set forth at **Exhibit "A"** to the District's form Agreement for Architectural Services ("Agreement"), which is distributed with this RFQ/P as **Attachment A** and incorporated herein by this reference.

III. POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District intends to maintain a pool of qualified architectural services firms. Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District's sole discretion.

IV. LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFQ/P. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no ev-ent be responsible for the cost of preparing a response to this RFQ/P. The awarding of contract(s), if at all, is at the sole discretion of the District.

The SOQs, Proposals, and any other supporting materials submitted to the District in response to this RFQ/P, will not be returned and will become the property of the District unless portions

of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQs and Proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ or Proposal.

V. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to submit SOQs and Proposals in response to this RFQ/P and no respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract.

VI. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation/selection process, or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the proposer.

VII. FORMAT REQUIREMENTS

Firms responding to this RFQ/P must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc. Submittals shall not exceed twenty (30) single-sided pages, or ten (15) double-sided pages.

Provide five (5) bound copies and one (1) electronic copy of the Submittal.

VIII. CONTENT REQUIREMENTS

1. COVER LETTER (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of the architectural services company. If the architectural services company is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.

- Respondent must include one (1) of the follow statements:

  "[INSERT FIRM NAME] received a copy of the District's form of Agreement for Architectural Services Agreement ("Agreement") attached as Attachment A to the RFQ/P. [INSERT FIRM NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has no objections to the use of the Agreement."

  OR

  "[INSERT FIRM NAME] received a copy of the District's form of Agreement for Architectural Services ("Agreement") attached as Attachment A to the RFQ/P. [INSERT FIRM NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has objections to the use of the Agreement, listed as follows or as contained in the appendix to this Submittal."

  A copy of District's form of Agreement is attached to this RFQ/P as **Attachment A**. To the extent respondent has ***any*** objections to the form agreement, respondent ***must*** state the objection, and ***must*** provide a reasonable description of its requested change in response to the objection. Unidentified objections, or vaguely described objections will not be entertained by the District during any contract negotiation. Objections may be attached as an Appendix to respondent's response and shall not count toward the page limit.

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.

- Respondent shall sign and add the following language: "*By virtue of this submission, [INSERT FIRM NAME] declares that all information provided is true and correct*."

2. BUSINESS INFORMATION

- Company name, address, telephone, fax, website.

- Name and email of main contact.

- Federal Tax I.D. Number.

- License or Registration Number.

- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.

- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.
- Provide Iran Contracting Act Certification. (See **Attachment B**.)

3. RELEVANT QUALIFICATIONS AND EXPERIENCE

- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
- Describe the approach to conformance with federal/state/local 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 your firm's experience with project and construction management
- Describe your firm's experience with DSA and working within the DSA processes.
- Describe your firm approach to modernization projects versus new construction projects.
- Describe your firm's experience with the Commissioning process.
- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design and LEED in the context of similar facilities.
- Describe your firm's experience with pre-checked designs, giving specific project details.
- Describe your firm's experience with meeting aggressive schedules.
- Describe your firm's experience with alternate delivery methods.
- Provide information about prior services furnished/designs prepared by your firm in the last ten (10) years on a minimum of ten (10) K-12 and/or community college educational projects. List the following for each project:
    - Reference(s): District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
    - Project name and location.
    - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
    - Original budget, bid amount & final amount at close-out.
    - Number of RFI's and Change Orders of each project.

- Briefly state relevance of projects included for consideration in this RFQ/P.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Key individuals of the firm involved and their roles in the project.
- Any sub-consultants that worked with the firm.
- Identify any and all K-12 educational projects that have not been closed-out by DSA and provide explanation.

4. PROJECT TEAM SUMMARY

- Identify key team members, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project.
- Each Submittal must include evidence that the architectural services company is legally permitted and properly licensed for the scope of work and to conduct business in the State of California.
- The District expects that the team shall remain intact through the duration of the project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

5. LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's claims, litigation, arbitration and negotiated/settled history with previous clients ("Claims"). This includes current/ongoing Claims. For each lawsuit, state the issues in the lawsuit, the status of the lawsuit, names of parties, and outcome. A Submittal failing to provide the requested information on past and present Claims, including lawsuits, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

6. FEE PROPOSAL

In a sealed envelope accompanying your SOQ and labeled as "[FIRM NAME] Fee Proposal for Architecture RFQ/P 2020"provide a general fee proposal for the project(s). Sample projects to include in the RFQ/P must include at least the following two (2) examples:

1) The removal of one (1) portable classroom to be replaced with one permanent stick-built classroom building.

2) The execution of Item 2.4 of the WUSD District-wide Facilities Master Plan for the Elkhorn Village Elementary School (https://www.wusd.k12.ca.us/documents/Facilities/District-Wide%20Facilities%20Master%20Plan/2020%20FMP%20Document/2020%20WUSD%20Facilites%20Master%20Plan%20Final.pdf). The fee proposal shall also include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed).

Proposal shall provide a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category.

A form of the Agreement has been distributed with this RFQ/P as **Attachment A**. The final form of the Agreement will incorporate the final scope of work and final, which shall be negotiated with the successful proposer. **As noted above, any proposed changes to the form of Agreement must be identified in respondent's Submittal; undisclosed change requests will not be entertained.**

7. APPENDIX (if used)

- Firm brochure/history/background, reprints, etc.
- Key team member resumes
- Objections to District's form of agreement, reasonably described and including proposed change(s).

IX. SELECTION PROCESS AND CRITERIA

A selection committee will evaluate all submissions. Based upon the information presented in the submissions, the District's selection committee may request the most highly qualified firms to participate in an interview process.

If a firm is requested to come for an interview, the key proposed project staff will be expected to attend the interview. The interview will be an opportunity for the District's selection committee to review the firm's proposal and other matters the committee deems relevant to its evaluation. **Any comments or objections to the District's form of Agreement attached to this RFQ/P as Attachment A may be the subject of inquiry at the interview.**

Following the interviews, if any, it is expected that the selection committee will make recommendations to District staff regarding selected firms to be part of the District's pool. As services are needed for specific projects, District staff may assign one or more projects to one or more firms from the pool and/or may request that firms from the pool submit a more detailed fee and services proposal, at which time they will develop a detailed scope of services, proposed fee and schedule.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar services;
- Experience and results of proposed personnel;
- References from clients contacted by the District;
- Technical capabilities and track record of use;
- Value of services under proposed fees; and
- Overall responsiveness of the Submittal.

X. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the Submittal. The District may request an architectural services company to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

XI. FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFQ/P for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any Submittal as non-responsive, and/or not to contract with any architectural services company for the services described herein. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P, including any supporting materials.

The awarding of a contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this RFQ/P.

WE THANK YOU FOR YOUR INTEREST IN PARTNERING WITH WUSD!

ATTACHMENT A

FORM OF AGREEMENT

[REMAINDER OF PAGE INTENTIONALLY BLANK; ATTACHMENT FOLLOWS]

ATTACHMENT B

IRAN CONTRACTING ACT CERTIFICATION
(Public Contract Code sections 2200-2208)

Prior to bidding on or submitting a proposal for a contract for goods or services of $1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

☐ **OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars ($20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

☐ **OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

CERTIFICATION:

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

Vendor Name/Financial Institution (Printed)	*Federal ID Number (or n/a)*
By (Authorized Signature)	
Printed Name and Title of Person Signing	*Date Executed*

END OF DOCUMENT