



Colusa Unified School District

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Request for Qualifications (RFQ)  
for  
Professional Design Services

Associated with the District's  
Measure A Bond Program and  
Facilities Improvement Projects

February 2, 2015

## SECTION 1 – INTRODUCTION

The Colusa Unified School District (“District”) Board of Trustees is seeking Statements of Qualification (“SOQ”) from interested, qualified, and experienced firms to provide professional architectural and engineering services associated with the District’s Measure A Bond Program and facilities improvement projects, meeting the Division of the State Architect (DSA) plan approval standards.

District voters passed a bond measure in November 2014 authorizing a \$5.9M bond to address the most critical renovation/modernization needs identified by a needs assessment completed in early 2014. Additionally, there are developer fee revenues and Prop 39 - California Clean Energy Jobs Act funds to be included in the program.

The types of projects anticipated by this RFQ may include, but is not limited to:

- Renovation/Modernization Projects: replacement of HVAC/Mechanical systems; replacement of fire alarm systems; install new intercom/bell and intrusion systems; general electrical and lighting upgrades; kitchen renovation/expansion; plumbing upgrades; roof replacement; security cameras; grounds improvements; ADA upgrades; windows/doors/hardware replacement; and other general repair/maintenance items.
- New Construction Projects: Portable classroom replacement and Ag Support Building replacement.

**Interested firms are invited to submit their written SOQ, in accordance with this RFQ by 4:00 p.m. on Friday, February 13, 2015.**

The proposing firm shall acknowledge all Addenda, and it’s the respondent’s responsibility to inform the District of their intent to submit an SOQ prior to the deadline for questions.

The District expects to approve the selected firm at the March 17, 2015 Board meeting.

## SECTION 2 – QUALIFICATIONS

The written application should address the applicant’s qualifications in each of the areas outlined in the next paragraph. It should also clearly identify the business relationship between various firms involved in the application (e.g., consultant, joint venture, association), and what entity will enter into an Agreement with the District. Key personnel who will be working on District projects should be identified, and resumes should be limited to these personnel.

**The following areas of applicant qualification should be demonstrated for the Architect-Engineer (A-E) firm and its key consultants. Please tab accordingly:**

- General range and level of experience in renovation/modernization projects.
- Specific experience with K-12 public school projects in California (CA).
- Experience with the Division of the State Architect (DSA).

A panel of District staff members, and consultants will conduct paper screening and interviews. Applicants selected for interviews will be advised regarding interview format at the time of notification.

## SECTION 3 – SUBMISSION REQUIREMENT AND SCHEDULE

### 3.1 Format

The response to this Request for Qualifications (RFQ) is to be a written Statement of Qualification describing the qualifications of the firm, as outlined below.

### 3.2 Anticipated Schedule

<i>EVENT</i>	<i>DATE</i>
Release A-E RFQ Document	02/02/15
Deadline for Questions	02/09/15 by 2:00 p.m.
Receive Statement of Qualifications	02/13/15 by 4:00 p.m.
Evaluate Statement of Qualifications	Week of 02/16/15
Interviews (if necessary)	Week of 02/23/15
Final Selections and Notifications	Week of 03/02/15
Board of Trustees Approves A-E Firm	03/17/15

### 3.3 Requirements

Submittal shall be a maximum length of **twenty (20) pages** on 8 ½ x 11 sheets, single-sided, with no less than 10 pt font. The 20-page limit includes cover letter. Sample documents, including resumes, may be included in an appendix.

Submit **three (3) copies** along with a digital copy of the firms' Statement of Qualifications to:

Mr. Dwayne Newman  
Superintendent  
Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95932  
Telephone: 530-458-7791

### 3.4 Submittal of Proposal

Submittals should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for errors or omissions on the part of the firm in the preparation of the submittal.

### 3.5 Signatures

Submittals' cover letters must be signed by a representative of the firm with authorization to bind the firm by Agreement. Authorized signature acknowledges the information contained within the proposal to be true and accurate.

### 3.6 Disqualified Statements

Any submittal received by the District after the stated date/time will be refused and returned.

### 3.7 Withdrawal of Submittal

Firms may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

**3.8 Contact**

Firms interested in making a submittal are directed not to make personal contact with District's Board members. Any contact will constitute grounds for disqualification. Questions regarding the RFQ should be directed to:

Mr. Dwayne Newman  
Superintendent  
Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95932  
Telephone: 530-458-7791  
[dnewman@colusa.k12.ca.us](mailto:dnewman@colusa.k12.ca.us)

**3.9 Rights of the District**

The District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information provided in the submittal.

This RFQ does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this RFQ. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFQ. The District further reserves the right to select the firm that it considers to be in the best interest of the District. The District reserves the right to reject all submittals, or to waive any irregularities or informalities in the submittal process.

**3.10 Insurance Requirements**

The District expects any firm submitting a Statement of Qualifications to be able to meet the following minimum insurance requirements:

Workers' Compensation:	\$1M/minimum limit
Commercial General Liability:	\$1M/ each occurrence, \$1M/aggregate
Professional Liability:	\$1M/per claim, \$1M/aggregate

**SECTION 4 – MANDATORY ELEMENTS AND SEQUENCE OF STATEMENT OF QUALIFICATION**

The selection criteria will be based on the total score for Section 4 with consideration given to company background, office location, experience and references.

**4.1 Cover letter and Introduction**

- 4.1.1 Company Name
- 4.1.2 Address
- 4.1.3 Contact Name
- 4.1.4 Confirm if firm is an individual, partnership, corporation, or joint venture

**4.2 Company Background**

- 4.2.1 General Information
- 4.2.2 Number of Employees
- 4.2.3 Years in Business

- 4.2.4 Years' Experience with K-12 Public Schools
- 4.2.5 Name(s) of Owners
- 4.2.6 Home Office Location
- 4.2.7 Local Office Location
- 4.2.8 Types of License Held
- 4.2.9 License Numbers
- 4.2.10 Primary Business Types
- 4.2.11 Market Areas
- 4.2.12 Website Address
- 4.2.13 Identify Contact Person Including Phone, Fax and Email

#### **4.3 Experience and References**

Provide a reference and brief description of five (5) of the firm's experience in similar projects, preferably California K-12 school districts and modernization/renovation projects. Please provide:

- 4.3.1 Owner's Name
- 4.3.2 Contact Name
- 4.3.3 Address
- 4.3.4 Phone
- 4.3.5 Contact Email
- 4.3.6 Project Name
- 4.3.7 Project Description/Type
- 4.3.8 Project Value
- 4.3.9 Project Dates
- 4.3.10 Names and phone number of Owner's Representative
- 4.3.11 Name and phone number of school principal
- 4.3.12 Name of Design Firm Staff Assigned to Project

#### **4.4 Proposed Civil, Structural, Mechanical, Electrical, Plumbing, and Specialty Consultants**

- 4.4.1 Note length of time the engineering consultant has been working with the architectural firm.
- 4.4.2 Include resumes and related experience for members of subconsulting firms who will be working on District projects.

#### **4.5 Division of the State Architect (DSA) experience**

- 4.5.1 DSA experience for similar projects.
- 4.5.2 DSA office location and Division staff contact information for similar projects.
- 4.5.3 Provide review/approval timelines for similar projects.

#### **4.6 Firm's Quality Assurance / Quality Control Process**

- 4.6.1 Firm's approach to obtaining the highest possible quality of bid documents. Be specific about your methods of consultant coordination and internal quality control.
- 4.6.2 Experience with Outside Plan Reviewer. Be specific about your proven ability and willingness to work with an outside plan reviewer, including making changes in the plans and specifications based on the review.

#### **4.7 Experiences with Program Management (PM) and Design-Bid-Build (DBB)**

- 4.7.1 Describe experiences with PM firms and Owner's Representatives, and list names and phone numbers of PM contacts on projects referenced.
- 4.7.2 Describe the firm's experience with DBB for similar projects.

**4.8 Ability to Perform**

- 4.8.1 Ability to complete documents within aggressive time frames.
- 4.8.2 Ability to obtain timely approvals by DSA.
- 4.8.3 Ability to keep project designs within defined budgets.
- 4.8.4 Ability to produce high quality, complete and fully coordinated documents.

**4.9 Staffing**

- 4.9.1 Resumes of Proposed Project Team and key personnel.
- 4.9.2 Staffing approach, and Roles/Responsibilities for Project Team.

**4.10 Professional Fee**

- 4.10.1 Submit an Hourly Rate Schedule for Proposed Project Team.

**4.11 Litigation**

- 4.11.1 Within the last five (5) years, have you ever initiated litigation against a client on a public school project?
- 4.11.2 Within the last five (5) years, has a client ever initiated litigation against your firm?
- 4.11.3 If the answer to either question is yes, please give details including nature of dispute, ultimate resolution of dispute, and names of references who can verify information provided.

**4.12 Termination**

- 4.12.1 Have you ever been terminated by a client?
- 4.12.2 If so, please indicate why and provide names and phone numbers of references who can verify the information provided.

**4.13 Statement of Non-Conflict of Interest**

- Complete Attachment "A" – Statement of Non-Conflict of Interest Form, attached hereto.

**ATTACHMENT A**

**COLUSA UNIFIED SCHOOL DISTRICT**

**STATEMENT OF NON-CONFLICT OF INTEREST**

The undersigned, on behalf of the consulting firm set forth below (the "Consultant"), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualifications shall do so as an independent contractor and not as an officer, agent or employee of the District. The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years; (2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months; (3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the consultant Agreement; and (4) the consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the consultant aid, abet or knowingly participate in violation of this statement.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_