

Cloverdale Unified School District
97 School St.
Cloverdale, CA 95425

January 7, 2019

**REQUEST FOR PROPOSALS
FOR ARCHITECTURAL SERVICES**

The Cloverdale Unified School District invites proposals from qualified firms to provide architectural services to the District as described below.

Interested firms are invited to submit their proposals, which shall include six (6) originals of the requested materials, to Patricia Mills, Chief Business Official, at the address listed above.

Questions regarding this RFP may be directed to Patricia Mills, Chief Business Official, millsp@cusd.org, 707-894-1999.

All proposals shall be received on or before: January 23, 2019

This Request does not commit the Cloverdale Unified School District to award a contract. The District expressly reserves the right to reject any and all proposals or accept all or part of any proposals. Furthermore, the District reserves the right to accept the response that it considers to be in its best interest.

Sincerely,

Jeremy Decker, Superintendent
Cloverdale Unified School District

THE PROJECT(S)

Cloverdale Unified School District

The scope projects include but are not limited to: Bond proceeds will be expended on the modernization, renovation, expansion, acquisition, construction/reconstruction, rehabilitation, and/or replacement of school facilities of the Cloverdale Unified School District, including the furnishing and equipping of such school facilities. This measure authorizes bond projects to be undertaken at all District educational and support sites, including current and future sites, and other projects as assigned.

The architectural services shall include without limitation, the following:

- Prepare all construction documents required for approval by the Division of the State Architect (“DSA”);
- Obtain DSA approval for the project(s);
- Administer the bidding process; and
- Provide assistance and consultation during pre-construction, and construction of the project(s).

The District reserves the right to request that the selected firm perform other tasks and projects not described above or the District may choose one firm for one project and another firm for a separate task.

School Facility Project List - The items presented on the following list are the types of projects authorized to be financed with voter-approved bond proceeds. Specific examples included on this list are not intended to limit the broad types of projects described and authorized by this measure.

The types of projects authorized are:

- Repair or replace leaky roofs
- Repair or replace deteriorating plumbing and sewer systems
- Replace inadequate wiring and electrical systems to meet current electrical and accessibility codes, increase capacity, and relieve currently overloaded electrical systems
- Install additional and/or replace outdated heating, ventilation, air conditioning systems, and lighting systems to be more energy efficient
- Renovate, construct, repair, expand and/or upgrade the interior and/or exterior of existing outdated classrooms, restrooms and school facilities
- Construct a new school to reduce student overcrowding
- Improve student access to computers and modern technology
- Make health and safety improvements, including Federal and State mandated Americans with Disabilities Act (ADA) accessibility upgrades and as mandated by the Division of the State Architect (DSA) including site access, parking, restrooms, relocation of some existing electrical devices, drinking fountains, etc.
- Upgrade/renovate school libraries to reflect 21st century needs
- Construct new classrooms to expand access to early education
- Replace temporary portables with permanent classrooms
- Install, repair, upgrade, or replace safety and security systems for students and staff

- Upgrade P.E. fields and facilities for school and community use, including installing an all-weather track
- Upgrade, expand, construct, repair and/or equip school facilities, including library/media centers, labs, multipurpose rooms, and other school facilities
- The payment and/or prepayment of all outstanding lease payments and related certificates relating to the lease of school sites and the construction of new classrooms and facilities
- Modernize outdated classroom interiors including tile/asbestos abatement, new paint, carpet/vinyl, white marker boards, tackable surfaces, increased secure storage capacity for instructional materials and equipment, etc.

ANTICIPATED SCHEDULE

The following schedule has been established by the District for selection of an Architect:

January 8, 2019	Announcement of the request for proposals and transmittal of the RFP to potential firms;
January 23, 2019	Letter of application and statement of qualifications due;
January 24, 2019	Evaluation of all applicants and development of “short list” of firms to be interviewed;
January 29, 2019	Notification of firms to be interviewed;
February 5th/6th, 2019	Interviews;
February 13, 2019	Recommendation of the selected firm(s) and approval by the District Board of Trustees; and
TBD	Contract negotiations with the approved firm(s).

This timeline may be revised as needed. Evaluations, selection and recommendation will be based on your firm’s response, demonstrated competence and overall qualifications as presented in your application/letters and statement of qualifications. If contract negotiations are not successful with the approved firm, negotiations will commence with the firm next selected.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The District intends to select the firm(s) that best meet the District’s needs to perform the planning and design services as described in this Request for Proposals.

1. **RECEIPT OF PROPOSALS:** All proposals shall be sealed and delivered to Patricia Mills, Chief Business Official of the Cloverdale Unified School District by the time and date and in the manner specified in this Request for Proposals.

2. ACCEPTANCE OR REJECTION OF PROPOSALS: The District Board of Trustees will accept the proposals or combination of proposals for the projects. The Board of Trustees of the District reserves the right to reject any and all proposals, or any or all items of any proposal.
3. PROPOSAL FORM REQUIREMENTS: All proposals must be typed. No corrections can be made after the time for submitting the proposals.
4. ASSIGNMENT PROHIBITED: No contract awarded under this proposal shall be assigned except with the written approval of the Board of Trustees of the District. Any attempted assignment in violation of the provision shall be voided at the option of the Board.
5. FEDERAL OR STATE REGULATIONS: The Architect's proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
6. NON-DISCRIMINATION: The Architect shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age or non-job related handicap or disability.
7. INSURANCE: The Architect shall provide evidence of adequate liability and professional liability insurance, as determined by the District.

PROPOSAL REQUIREMENTS: All materials submitted to the District in response to this Request for Proposal will remain property of the District.

Your firm's Proposal should include the following information:

1. Cover Letter.
2. Name, address, contact numbers, email, website (if applicable) and brief history of your firm.
3. Identify legal form, ownership, and senior officials of firm.
4. Detailed resumes of key personnel to be assigned to this project.
5. Related projects/areas of expertise on which the team has performed work or had experience during the last three years. In particular:
 - a. List three (3) representative projects completed by your firm for a K-12 school district in California that were completed within the last 3 years. Identify the project name and location and the date of completion. Preferred experience with new construction and modernization projects.
 - b. Include examples of cost estimating for the three (3) representative projects.

- c. Include a list of the total change orders for each of the three (3) representative projects.
 - d. Include a list of references including contact names and telephone numbers for the three (3) representative projects.
6. Detailed proposed fee schedule and hourly rates.
 7. Proof of liability and E&O insurance.

EVALUATION AND SELECTION PROCESS

The District's selection committee will perform the selection process in three phases:

1. **Qualification Phase:** Receive and review Proposals and selection of a "short list" of finalists.
2. **Interview Phase:** Interview the finalists, check backgrounds and select the preferred Architectural firm(s) for recommendation to the District Board of Trustees.
3. **Approval Phase:** The District Board of Trustees will vote to approve an Architectural firm(s).

The following criteria, in no particular order, will be used in evaluating and selecting the prospective firm(s):

- A. Clarity of submittal and responsiveness to RFP.
- B. Project Team – Qualifications, education and relevant experience of the key team members.
- C. Project Management – Project planning, coordination, scheduling, cost control, capabilities and techniques.
- D. Quality Control – Quality of previous projects and record of budget and schedule performance.
- E. Project Approach – The techniques, procedures and tools used in other similar projects applicable to this project.
- F. Comparison of billing rates.
- G. Any other criteria deemed relevant to the selection.