

REQUEST FOR STATEMENT OF QUALIFICATIONS
for
ARCHITECTURAL AND DESIGN SERVICES
Including
Planning, Modernizing, and Constructing of School Facilities

RFQ Issued: December 23, 2024

RFQ Due: Friday, January 17, 2025, 2:00 pm

Place: Cotati-Rohnert Park Unified School
District
Facilities, Maintenance, and Operations
7165 Burton Ave
Rohnert Park, CA 94928

Addressed to: Josh Savage, Executive Director
of Facilities, Maintenance and
Operations

REQUEST FOR QUALIFICATIONS ARCHITECTURAL AND DESIGN SERVICES

The Cotati-Rohnert Park Unified School District (“CRPUSD” or “DISTRICT”) requests Statements of Qualifications (“SOQ”) proposals and rates from qualified California licensed architectural Firms (“Firm” or “Firms”) specializing in the K-12 public educational sector to provide architectural and engineering services for the planning of, modernization of and construction of school facilities within the District’s boundaries. The full scope of services shall be stated in a separate contract agreement (“Agreement”). A template of the contract the successful firm(s) will be expected to execute is attached as Exhibit 4.

The purpose of this Request for Statement of Qualifications (“RFQ”) is to provide the District with a pool of pre-qualified architects and engineers. The Firm(s) selected through this RFQ will be assigned architectural or engineering services from time to time during the time of the Agreement with the District. Any Firm selected based on this RFQ process must be capable of providing full architectural or engineering services through the planning, design and construction phase of any and all selected projects. The architect or engineer will also prepare budgets for selected projects and meet, as needed, with District staff and consultants, school and neighborhood organizations, and upper-level District administrators.

INFORMATION REGARDING THE RFQ

The RFQ is currently posted on the District’s website at <https://crpusd.org/Bid-Opportunities-FMO>. A hard copy of the RFQ is available for review at District office located at 7165 Burton Avenue, Rohnert Park, CA between the hours of 8:00 a.m. and 4:30 p.m. or can be requested by emailing josh_savage@crpusd.org.

The RFQ is not a low-bid price competition. Instead, qualifications will be evaluated in accordance with the District’s Evaluation Criteria listed in this RFQ and its present needs. The District will first evaluate each Firm’s written proposal in accordance with the Evaluation Criteria. Following this evaluation, the District will select one or more firms for interviews.

The District will evaluate each Firm interviewed and retain one or more firms on terms mutually agreeable to the Parties.

All such Firms must be recommended to the Superintendent and the Board of Education for final approval prior to any contract award.

SUBMITTAL REQUIREMENTS

SOQ Proposals are to be delivered in person or by certified/express mail to the District office located at 7165 Burton Ave, Rohnert Park, CA with attention to Josh Savage, Executive Director of Facilities, Maintenance and Operations. **Proposals are due by 2:00 p.m. on January 17, 2025.** Proposals submitted by fax or e-mail will be considered non-responsive and will not be accepted. The District reserves the right to overlook any technicalities and accept or reject any or all submittals based on the best interest of the District. The District reserves the right to extend this deadline by providing a written addendum to the RFQ.

Each Firm must submit **one (1) original and five (5) copies** of its SOQ, with all materials bound to an approximately 8-1/2" x 11" format.

SOQ Proposals must be sealed in an envelope or box, with only District recipient information, the Firm's name, the title of the RFQ, and the submittal deadline visible on the outside of the envelope or box. SOQ Proposals must be addressed and sent or delivered to the address specified below:

**Cotati-Rohnert Park Unified School District
Maintenance and Operations
Attention: Josh Savage, Executive Director
of Facilities, Maintenance and Operations
7165 Burton Ave
Rohnert Park, CA 94928**

Each Firm shall be solely responsible for ensuring that its SOQ Proposal is received by the District prior to the deadline specified in this RFQ. The District may, but shall not be required to, consider any SOQ Proposal received by the District after the submittal deadline specified in this RFQ.

QUESTIONS REGARDING THE RFQ

Firms interested in making a submittal are directed not to make personal contact with the Superintendent or members of the Board of Education. Any contact will constitute grounds for disqualification of consideration. Questions about the RFQ, its content, proposal format or any other questions deemed necessary to submit a qualified proposal must be submitted in accordance with the dates identified within the RFQ via email to: Josh Savage at josh_savage@crpusd.org.

Responses to questions, as well as the questions, will be distributed to all Firms that have completed and returned the "Architectural RFQ Receipt Acknowledgement" included in this RFQ.

**RECEIPT ACKNOWLEDGEMENT
of
ARCHITECTURAL AND DESIGN SERVICES RFQ**

Upon receipt of this RFQ package, please e-mail, fax, or mail this page to:

**Cotati-Rohnert Park Unified School District
Maintenance and Operations
ATTN: Josh Savage
7165 Burton Ave
Rohnert Park, CA 94928
Fax: (707)792-4739
E-mail: josh_savage@crpusd.org**

I acknowledge receipt of the Request for Qualifications package for Architectural and Design Services for the Cotati-Rohnert Park Unified School District and wish to be notified by email of any addenda to the RFQ. I understand that I have the ultimate responsibility to ensure I have received all addenda.

COMPANY NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____

EMAIL ADDRESS: _____

SIGNATURE

DATE

SCOPE OF SERVICES

Main Objective: The main objective of the RFQ is to establish a qualified pool of architects with the planning and design of projects resulting from:

- Future growth in the region.
- Future local and state bond passages.
- Potential future grants.
- All day Kindergarten.
- Expanded TK programs.

Potential projects resulting from this would range from placement of relocatable classrooms to design and construction of new school buildings on existing campuses. Firms being considered for services to support these projects would be expected to have experience in the following:

- Design and development of K-12 school facilities.
- Sustainable design (LEED/CHPS) (*new campuses and significant modernizations only*).
- Delivering projects via Building Information Modeling (BIM) (*new campuses and significant modernizations only*).
- Producing innovative energy efficient designs and possessing a clear understanding of available energy incentives to K-12 school districts.
- Successfully processing plans and specifications through DSA, CDE and OPSC.
- K-12 school bond projects.
- Extensive experience with Lease-Leaseback, and Design-Bid-Build project delivery methods.
- Demonstrating successful collaboration during the construction administration phase of a project.
- Making project presentations to the Governing School Board.

FEES

The District will negotiate Agreement fees for the services to be provided from the best qualified Firms. Fees for basic services shall not exceed the Office of Public School Construction (OPSC) Fee Schedule Allowances. Final approval of pricing must be approved by the Superintendent and the Board of Education.

SUBMITTAL SPECIFICATIONS

The following items **must be included** in all copies of the SOQ Proposal and with tabs according to the number information section. Please limit response information to relative information only. Supplemental brochure information will not be accepted and may result in the disqualification of the submitting Firm.

1. **Cover Letter:**

Identify the name of the submittal as “**Architect RFQ – Facilities, Maintenance, and Operations, Cotati-Rohnert Park Unified School District.**” Include the legal name of Firm, type of Firm (i.e., corporation), California Registration Number, official address (post office boxes are not acceptable), name of principal contact, telephone number, fax number, and e-mail address.

Letter must be signed by representative of Firm with authorization to bind Firm by contract. (Maximum of two pages.)

2. Information Section (items must be submitted in the order below):

Firm Organization, Credentials, and Background: Provide a brief history of the Firm including the following information:

- Number of years in business.
- Senior member of firm and length of association.
- Location of office which will perform the work.
- Evidence the Firm is authorized to conduct business in the State of California.
- List of basic services provided by Firm.
- List of additional services provided by the Firm under basic agreement, i.e., printing and distribution of plans and specifications, assistance in selecting laboratories and inspectors (if applicable).
- List of State School Building Lease-Purchase Program or the State School Facility Program modernization/new construction projects or other similar projects completed by the Firm.
- Total number of school projects completed under these two Programs by your Firm and dollar value of those projects
- Total number of projects of all types currently in progress at the Firm and current dollar value of each project.
- Experience with State Regulatory Agencies, i.e., Office of Public School Construction, Sate Allocation Board, Department of Education, and the Division of the State Architect.
- Describe the Firm’s experience with alternative delivery methods projects and the Firms’ approach on a Design-Bid-Build project in comparison to a Lease-Leaseback project delivery method.

Project Team:

- Key Team Members: Identify the following key Team Members* and provide their qualifications including experience in new construction and modernization:
 - Principal Architect.
 - Senior Associate.
 - Project Architect.
 - Senior Staff/Job Captain.
 - Clerical.
 - State Agency Advocate.

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

- Engineers and Consultants: Identify the proposed structural, mechanical, electrical, and civil engineers and consultants for landscape, survey, energy, computer/technology, food, acoustics, and any other relevant disciplines for K-12 school projects. List their license number and effective date as well as their business address, phone number and fax number. Include resumes, related experience, and length of time working with the architectural Firm, for appropriate members of these Firms.
- For the Principal Architect, Senior Associate and Project Architect, please identify all ongoing projects and their anticipated completion dates.
- Organizational Chart: Provide an organizational chart for the team and describe how the

team is organized, the chain of command and how the Firm intends to manage its team. Also identify the lead individuals who will be principally responsible for working with relevant District staff and whom have a direct day-to-day role.

- Subconsultants: If the Firm feels they will not have sufficient in-house resources to perform all the functions described in this RFQ, the Firm shall identify functions that are likely to be subcontracted and identify the subcontractor or subconsultant that is anticipated to perform each function, if known at this time, and provide resumes of those individuals principally responsible for working with relevant District staff and whom have a direct day-to-day role. List any sub-consultant that Firm may use on the project. The Firm shall only list and utilize sub-consultants with a proven track record of cost effective design for similar projects over the last five (5) years. The Firm shall include with the Organizational Chart, how the Firm will manage team partners and/or any subconsultants.

Fee Structure:

- The Firm will provide hourly rates for all Key Team Members identified above, and attach these hourly rates to this SOQ Proposal at Exhibit 2.

Firm Resources:

- Design Capabilities:
 - What is your design philosophy?
 - How do you integrate flexibility and future technological changes into your design?
- Technical Capabilities.
- CAD capabilities.
- Cost Estimate History (list your five most recent projects of any kind and show Cost Estimate versus Actual Bid Amount). This includes:
 - Methodology.
 - Contingencies utilized.
 - Standard estimating manuals used as reference.
 - Experience of estimator.
 - Accuracy of estimates.
 - Describe your Firm’s willingness to commit to the estimate provided
- History in meeting original schedules and timelines.
- Quality Control/Assurance Procedures – Describe the Firm’s procedures for checking plans for coordination between plan layers, errors, and omissions before DSA plan review or bid.
- Construction Administration/Observation/Philosophy/Service/Procedures – What is the scope of project management services provided by the Firm during construction.
- Experience with Collaborative for High Performance Schools (CHPS) goals and best practices.
- Experience in working with diversified community groups, including non-English speakers.

Financial Resources:

- Provide credit references.
- Provide amount of errors and omissions insurance carried by your Firm.
- Provide amount of liability insurance carried by your Firm.

Relevant Experience:

- Complete Exhibit 1 as prescribed below.
- Provide photographic representation of projects listed in Exhibit 1.

Client Satisfaction/References:

- If any of the following has occurred, please describe in detail:
 - Failure to enter into a contract or professional services agreement once selected.
 - Withdrawal of a SOQ as a result of an error.
 - Termination or failure to complete a contract.
 - Debarment by any municipality, county, state, federal or local agency.
 - Involvement in litigation, arbitration or mediation.
 - Conviction of the Firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance.
 - Knowing concealment of any deficiency in the performance of a prior contract.
 - Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
 - Willful disregard for applicable rules, laws or regulations.
- List your last four education clients for whom your Firm has performed project design services (modernization and new construction). References must include:
 - School District Name, Address.
 - Contact name, Phone Number.
 - Identify project(s) for referral (list School Principal name and phone number).
 - OPSC and DSA project numbers.
- List school modernization and new construction projects that represent your Firm's best efforts to date and that the District representatives could view.

REVIEW AND SELECTION PROCESS

The District will in its sole discretion determine whether to interview Firms.

EVALUATION CRITERIA

The following factors may be considered by the Selection Committee. Qualifications and relevant experience in producing similar types of plans for similar clients and setting will be important in the selection process.

- Responsiveness to Request of Qualifications – breadth and depth of response.
- Past work and/or satisfaction of current/prior clients (references).
- Individual strength of the design architectural team and consultants related to work in educational settings.
- Accuracy of Firm’s cost estimates.
- Proven experience related to project management responsibilities.
- Experience in working with lay persons on Project Planning.
- Sustainable design including LEED accredited team members and demonstrated use of CHPS criteria to attain CHPS certification.
- Architects’ knowledge of applicable Local, State and Federal regulations relating to California school construction.
- Architects’ experience in successful and timely approval of Firm’s projects through the Division of the State Architect, Office of Public School Construction, and the California Department of Education

The Selection Committee reserves the right to consider any other information at its sole discretion. Ultimately, the District will select architect(s) it believes will be the best fit based on its consideration of all available information.

MISCELLANEOUS PROVISIONS

Addenda: The District may modify the RFQ or any of its schedule dates set forth in the RFQ prior to the date fixed for submission of SOQs by issuing an addendum. The District will make every effort to send notification of any addenda to all Firm(s) who have received an RFQ packet. It is the responsibility of each Firm to ensure that they have received all addenda.

Reservations: The District reserves the right to cancel the RFQ at any time prior to the award of a contract without obligation in any manner, which includes SOQ preparation, interview time, travel expense, fee negotiation or other marketing or business costs associated with the RFQ on behalf of the Firm. The District reserves the right to reject, and may do so for best interest, any or all SOQs and may waive any immaterial deviation or minor irregularity occurring in a SOQ. The District's waiver of an immaterial defect shall in no way modify the RFQ documents or excuse the Firm from the responsibility to comply with all provisions of the RFQ.

No Guarantee of Award of Contract: This RFQ does not create any obligation whatsoever, either express or implied, for the District to award any contract to any Firm or other party. The District at all times retains the sole and absolute right to select the Firm(s) that best meets the

District’s needs, or to not select any Firm based on SOQ Proposals to this RFQ. The award of any contract to a Firm is subject to approval by the Governing Board of the District (“District Board”).

Privacy: There is no expectation of privacy or confidentiality in any proposal. The District may, upon applicable request, disclose any SOQ Proposal to the extent it is a public record in accordance with California law.

Ownership of Documents: All SOQ Proposals and other materials submitted in response to this RFQ shall become the property of the District.

Responsibility for Costs: Each Firm (and not the District) shall be responsible for any and all costs that it incurs in connection with this RFQ, including, without limitation, costs associated with preparation and submission of its SOQ Proposal, and expenses associated with travel to any presentation, interview, or other meeting. In no event will the District reimburse any Firm for any such costs or expenses.

Modification or Withdrawal of Response: A Firm may at any time withdraw its SOQ Proposal by providing written request for withdrawal to the District. At any time prior to the deadline for submittal of SOQ Proposals specified in this RFQ, the Firm may modify its SOQ Proposal by submitting the modified SOQ Proposal together with a written request to withdraw the original SOQ Proposal and replace it with the modified SOQ Proposal.

Unethical Behavior: By submitting an SOQ Proposal, a Firm shall be deemed to represent and warrant that neither it nor any of its agents or other representatives gave or offered to give any gratuity (in the form of entertainment, gifts, or otherwise) to any District officer or employee, with the intent or goal of obtaining favorable treatment with respect to the selection of a Firm for the District’s projects. If the District determines that a Firm has breached or violated such warranty, the District may terminate any Agreement with such Firm, in whole or in part, and the Firm shall be responsible and liable for any associated losses and/or damages incurred by the District. The rights and remedies of the District pursuant to this paragraph are not exclusive and are in addition to any other rights and remedies the District may have pursuant to law or contract.

Indemnity by Architect:

To the fullest extent permitted by law, Firm agrees to indemnify, defend, and hold District entirely harmless from all liability arising out of:

- a) **Worker’s Compensation.** Any and all claims under Worker’s Compensation acts and other employee benefit acts with respect to Firm’s employees or Firm’s subcontractor’s employees arising out of Firm’s work under the Agreement.

- b) **General Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Firm, the Firm shall indemnify and hold the District harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the Firm or the District, or any person, firm or corporation employed by the Firm or the District upon or in

connection with any project, except for liability resulting from the sole or active negligence, or willful misconduct of the District, its officer, employees, agents or independent Firms who are directly employed by the District. The Firm, at its own expense, cost, and risk, shall defend any and all claims, actions, suites, or other proceedings that may be brought or instituted against the District (other than professional negligence covered by section [c] below), its officers, agents or employees that arise out of, pertain to, or related to the negligence, recklessness, or willful misconduct of the firm, and shall pay or satisfy any judgement that may be rendered again the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof; and

c) **Professional Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Firm, the Firm shall indemnify and hold the District harmless from any loss, injury to, death of persons or damage to property caused by any act, neglect, default or omission of the Firm, or any person, firm or corporation employed by the Firm, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the District, arising out of, or in any way connected with any project, including injury or damage wither on or off District property; but not for any loss, injury, death or damages caused by sole or active negligence, or willful misconduct of the District. With regard to the Firm's obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the District, but rather to reimburse the District for attorney's fees and costs incurred by the District in defending such actions or proceedings brought against the District that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Firm.

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. The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE") and minority and women business enterprises shall be afforded full opportunity to submit proposals in response to this RFQ and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national original, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

Prevailing Wages: Firms are aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (Prevailing Wage Laws), which require the payment of prevailing wage rates and the performance of other requirements on certain "public work" and "maintenance" projects. The Firm must agree to fully comply with and to require its consultants to fully comply with such Prevailing Wage Laws to the extent applicable.

Review of RFQ: Each Firm acknowledges and fully understands its affirmative obligation to carefully and thoroughly examine the RFQ Documents (inclusive of all attachments/exhibits

thereto) and other information furnished or made available by the District and to seek clarification of any portions thereof that: (1) constitute errors, omissions, conflicts, ambiguities, lack of coordination or noncompliance with Applicable Law; and/or (2) indicate difficulties or obstructions that might affect the Firm's ability to perform the Scope of Services. Failure by a Firm to fully inform itself of such matters and to seek clarification in the manner required by the RFQ Documents shall not relieve the Firm from its responsibilities under any contract that may be awarded to Firm, nor shall it be a basis for any claim by the Firm, that it was mistaken or misled in connection with the preparation of its SOQ Proposal. The District further assumes no responsibility for errors or misrepresentations resulting from the use by a Firm of an incomplete set of RFQ documents.

Exhibits:

Firm shall review and complete the following Exhibits, attached hereto.

Exhibit 1: Summary of Relevant Experience

Exhibit 2: Hourly Rate

Exhibit 3: Certification

Exhibit 4: Template Agreement

[END OF RFQ]

**EXHIBIT 2
HOURLY RATES**

Firm must attach hourly rates for all Key Team Members listed in “Project Team” Section.

EXHIBIT 3
CERTIFICATION - REQUEST FOR QUALIFICATIONS

I certify that I have read the entirety of the RFQ packet and all addenda and instructions for providing a response to this RFQ. I understand that documents I submit in response to this request may be subject to disclosure under the California Public Records Act. (Gov. Code, §§ 6250, et seq.) I further certify that I am authorized to commit the firm to the qualifications submitted.

Signature

Typed or Printed Name

Title

Company

Address

Telephone

Email Address

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