



# ALHAMBRA

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## UNIFIED SCHOOL DISTRICT

### REQUEST FOR QUALIFICATIONS

# 1206-18/19

FOR

## ARCHITECTURAL, LANDSCAPE, AND ENGINEERING CONSULTING SERVICES

Issue Date: June 26, 2018

Pre-Bid Conference: July 9, 2018 at 10:00 A.M.  
1515 West Mission Road, Alhambra, CA 91803

Submit by: July 23, 2018 at 10:00 A.M.  
Purchasing Department – Mission Building  
1515 West Mission Road, Alhambra, CA 91803

Contact: Vivien Watts, Director of Business Services  
[Watts\\_vivien@ausd.us](mailto:Watts_vivien@ausd.us) (626) 943-6590

**ALHAMBRA UNIFIED SCHOOL DISTRICT  
REQUEST FOR QUALIFICATIONS – RFQ #1206 – 18/19  
FOR ARCHITECTURAL, LANDSCAPE, & ENGINEERING CONSULTING SERVICES**

**OVERVIEW AND SUBMISSION GUIDELINES**

The Alhambra Unified School District (“District”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive architectural, landscape, electrical (high and low voltage), Information Technology, Network Engineering, Technology Consulting, Fire Life Safety, HVAC, plumbing, civil, structural design, and engineering services (“Consulting Services”) for selected projects funded by the District’s Bond Measure AE (\$110,000,000) and/or Bond Measure HS (\$149,000,000), and/or other District projects as assigned and funded by other District resources. The District intends to select a pool of pre-qualified Consultants for future consideration to provide services for selected District projects as needed.

- The purpose of the pool is to more easily allow the District to procure Consulting Services in a more expeditious manner as project needs arise.
- It is the intention of the District to identify a list of firms that can provide specific and/or full-service Consulting Services to the District for design of school facilities.
- The District will maintain a pool of qualified Consulting firms for all disciplines. 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, as the District determines the need for additional services.

The Consulting Services to be provided include, design standards, sustainability standards, and basic design services such as architectural planning, programming, pre-design, design, construction administration and close-out services.

Respondents to this Request for Qualifications (“RFQ”) should mail or deliver three (3) bound copies, one (1) unbound copy, and one (1) electronic copy on CD or flash drive of their Statement of Qualifications (“SOQ”) as further described herein, to:

**Purchasing Office  
Alhambra Unified School District  
1515 W. Mission Rd., Alhambra, CA 91803**

**Complete RFQ documents are available online at [www.ausd.us](http://www.ausd.us).** Select Departments > Business Services > Purchasing and locate the RFQ documents.

**ALL RESPONSES ARE DUE BY 10:00 A.M., ON MONDAY, JULY 23, 2018. FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.**

**A Pre-Bid Conference** will be held at **10:00 a.m. on July 9, 2018** at the **District office** located at 1515 W. Mission Road, Alhambra, CA 91803.

**Questions must be submitted in writing to Vivien Watts, Director of Business Services, [watts\\_vivien@ausd.us](mailto:watts_vivien@ausd.us), on or before WEDNESDAY, JULY 11, 2018 at 10:00 A.M.**

**Answers will be posted on the District website at [www.ausd.us](http://www.ausd.us) by 10:00 A.M. on FRIDAY, JULY 13, 2018.**

Each SOQ must conform and be responsive to the requirements set forth in this RFQ.

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 SOQ's and to negotiate contract terms with one or more respondent firms for one or more of the work items.

## **INSTRUCTIONS**

### **I. INTRODUCTION**

The Alhambra Unified School District (“District”) is a public K-12 school district that serves the City of Alhambra and sections of Monterey Park and **San Gabriel**. Currently, the District operates 18 school sites serving a student population of more than 17,000 students.

The District is seeking Statements of Qualifications (“SOQ”) in response to this Request for Qualifications and Proposal (“RFQ”) from experienced Consulting Services entities to provide comprehensive architectural, landscape, electrical (high and low voltage), Information Technology, Network Engineering, Technology Consulting, Fire Life Safety, HVAC, plumbing, civil, structural design, and engineering services for selected projects involving modernization, new construction, reconstruction, renovation, reconfiguration, reconditioning, remodeling, repairing, refurbishing, upgrading, and/or replacement of district facilities. Projects will be based on priority scopes of work identified and set forth in the District’s 2018 Master Plan.

### **A. LIMITATIONS**

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

The District reserves the right to reject any or all SOQ’s, to waive any irregularities or informalities not affected by law, to evaluate each SOQ submitted, and to award contracts, if any, according to the SOQ which best serves the interest of the District at a reasonable cost to the District.

The Respondent’s SOQ package, and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal and are specifically requested to be returned.

### **B. FULL OPPORTUNITY**

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 business enterprises shall be afforded full opportunity to submit SOQ’s 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 origin, 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.

### **C. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFQ and ending on the date of the selection of the pool, all requests for information or clarification of this project should be made in writing to the contact person only at [watts\\_vivien@ausd.us](mailto:watts_vivien@ausd.us). No person, or entity responding to this RFQ, 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, the evaluation or selection process/or the award of the contract(s) with any member of the District’s Governing Board (“Board”), selection committee members, or any member of the Citizens’ Oversight Committee, or with any employee of the District except for clarifications and questions during a consultant interview or at follow up interviews. Any such contact shall be grounds for the disqualification of the entity submitting a SOQ.

## II. SCOPE OF SERVICES

### A. SUMMARY OF SCOPE OF SERVICES.

Any firm selected based on this RFQ process must be capable of providing Consulting Services through the design, construction, and close-out phases of various projects. **Exhibit "A", Responsibilities and Services of Consultant**, stipulates the responsibilities and services that may be required from the Consultant for any project-specific RFP responses requested from the District.

### B. CONSULTANT QUALIFICATIONS

The ideal consultant team will have the following characteristics:

- Have successful experience providing Consulting Services for California K-12 school districts for the past five (5) years.
- Provide staff with adequate experience and resources to ensure high quality of Consulting Services provided.
- Have reasonable proximity to the City of Alhambra in order to provide: (1) team working/review sessions; (2) ease of team coordination meetings; (3) minimal cost to attend District meetings; and (4) quick response to issues.
- Have an established Quality Assurance/Quality Control program.
- Work collaboratively with District and District's Authorized Representative(s).
- Be flexible in nature with positive attitudes and solution-oriented creativity.
- Be organized, effective and efficient. Exercise professional integrity and prioritization skills.
- Utilize current web based software and technology.
- Be proactive and prepared, working in advance of deadlines. Consistently start all DSA and local agency coordination early.
- Have successful experience with DSA and be comfortable working within the DSA processes, maintaining communication with the project team including carbon copying (via email) the project team on important events and/or delivery of documentation required by DSA.
- Demonstrate the ability to expeditiously get projects certified through DSA.
- Be mindful and tenacious about budgets and schedules. Make decisions that support District goals and objectives.
- Communicate potential issues early and often. Provide thoughtful recommendations where applicable.

## III. REQUIREMENTS FOR SUBMITTAL OF PROPOSAL

### A. FORMAT REQUIREMENTS

Firms submitting SOQ's in response to this RFQ must follow the format below. Material must be in 8-1/2 x 11-inch format, font size between 10 to 12 point, not to exceed 50 pages. Each SOQ shall include a Front Cover stating the following: "Statement of Proposal for **[FIRM NAME]** in Response to Alhambra Unified School District's RFQ #1206 – 18/19 for Architectural, Landscape, & Engineering Consulting Services."

Each SOQ shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. the first tab would be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.) Total submittal length shall not exceed fifty (50) pages including resumes and samples of work.

**Provide three (3) bound copies, one (1) unbound copy, and one (1) electronic copy of the Statement of Proposal.**

The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:

- No divider sheets or tabs.
- Any pages with proprietary information removed.

- A cover sheet listing the firm's name, the total number of pages, and identifying any pages that were removed due to proprietary information.

The electronic copy will only be accepted via flash drive or CD in the following programs: **Microsoft Word (preferred) or Adobe PDF.**

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

## **B. SOQ CONTENT REQUIREMENTS**

### **1. TAB 1 - COVER LETTER** (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the firm. If the firm 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.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Must include the following statement:  
**"[INSERT FIRM'S NAME] acknowledges the District's indemnity provisions and professional liability insurance provisions contained in Exhibit 1 (Agreement) and Exhibit E (Insurance Requirements) attached hereto. If given the opportunity to contract with the District, [INSERT FIRM'S NAME] has no objections to the use of these terms and an agreement in substantially the form provided in the District's Agreement for Consulting Services and in the Exhibits to the District's Agreement for Consulting Services."**
- 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.

### **2. TAB 2 – BUSINESS INFORMATION**

Please provide the following information:

- Firm/Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Type of Consulting Performed
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). 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.

- k) Certificate(s) of Insurance identifying the firm's current insurance coverage.
- l) 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.
- m) Number of employees (licensed professionals, technical support.)
- n) Location of office where the bulk of services solicited will be performed and distance from City of Alhambra.
- o) Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.
- p) How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.
- q) Provide similar information for proposed sub-consultants. Place in Appendix so as not to be tabulated towards the maximum fifty (50) page count.

### 3. TAB 3 – PROJECT APPROACH AND FIRM QUALIFICATIONS

- a) Provide a statement demonstrating your firm's or team's ability to accomplish the *Responsibilities and Services* in a comprehensive and thorough manner with an aggressive schedule in order to meet the District's goals.
- b) A brief written summary of the firm's philosophy related to the planning of and provision of services regarding facility architectural and/or engineering projects.
- c) Describe your firm's approach to designing 21<sup>st</sup> century learning environments including the use of educational technology and media in the classroom.
- d) Describe your firm's approach to cost estimating. Provide a summary of *cost estimates versus actual bid amount* for eight (8) K-12 school projects awarded in the last five (5) years. Include at least two (2) school facility modernization projects. Include DSA numbers.
- e) Describe your firm's approach to DSA permitting and DSA final certification. Provide a status of those projects listed in the Cost Estimating line item above as to their DSA certification timeline from date of substantial completion to date of DSA certification. Include DSA numbers.
- f) Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines.
- g) Describe the firm's approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements. If applicable describe your firm's specific experience with the following agencies:
  - City of Alhambra Planning Division
  - Los Angeles County Office of Education
  - Los Angeles County Water Conservation District
- h) Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering during design and construction. Provide examples from K-12 projects that were completed.
- i) Describe your experience with pre-checked designs, giving specific project details.
- j) Describe your experience with lease/lease-back projects.
- k) Describe your experience with design/build projects.

- l) Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and CHPS in the context of similar facilities.
- m) How does your firm approach modernization projects versus new construction projects?
- n) Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a K-12 school district.
- o) Describe your experience with the Project Commissioning process.
- p) Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

**4. TAB 4 – RELEVANT K-12 PROJECT EXPERIENCE AND REFERENCES**

Provide project information about prior facility architectural, landscaping, and/or engineering consulting services prepared by your firm in the last five (5) years for California K-12 public school districts. For each project include:

- a) Name of the School District
- b) Project description
- c) Notice of Completion date
- d) DSA Certification date
- e) Project Budgeted Value. Indicate firm that established budget.
- f) Project construction contract value – original
- g) Project construction contract value – final
- h) Indicate % value of change orders due to:
  - Unforeseen
  - Design
  - Owner
  - Agency
- i) General Contractor
- j) Architectural / Landscape Architect / Engineering fee – original
- k) Architectural / Landscape Architect / Engineering fee – final
- l) HVAC, Electrical, Plumbing, Civil, Structural, Landscape Consultants (Firm's name)
- m) District Contact – Name, title, phone, email
- n) Contractor Contact – Company, Name, title, phone, email
- o) Inspector-of-Record Contact – Firm, Name, title, phone, email

**5. TAB 5 –TEAM SUMMARY AND QUALIFICATIONS**

The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for the provision of facility architectural and/or engineering services as described herein.

- a) Identify and provide resumes for key members within your firm that you would assign to the team and their roles. List license numbers, dates, and office addresses. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers.
- b) Identify roles and qualifications of sub-consultants (i.e., Mechanical, Electrical (high and low voltage), Plumbing, Civil, Structural, Landscape, Cost Estimators).
- c) Each SOQ must include evidence that the firm is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.

- d) 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.

#### **6. TAB 6 – LITIGATION HISTORY**

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A SOQ failing to provide the requested information on lawsuits or litigation, 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.

#### **7. TAB 7 – FEES**

The District requires each respondent to provide a fee schedule for the types of services offered. Refer to **Exhibit B**. Architect shall provide the same fee structure for both contract and extra services.

### **IV. SELECTION CRITERIA**

#### **A. EVALUATION**

The SOQ will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ, including, without limitation:

- The firm's experience and performance history with similar services for California K-12 school districts.
- Ability to assist with preparing and/or modifying Education Specifications as required by the State agencies and the District.
- Experience in planning and/or designing public school renovation and repair projects.
- Knowledge of CHPS criteria and best practices.
- Knowledge of state laws and regulations, the American with Disabilities Act, and other governmental requirements for K-12 school districts.
- Experience in Information Technology systems used in schools.
- Experience, results, professional and technical expertise of proposed personnel & sub-consultants.
- Acceptable and verifiable references from clients contacted by the District, including:
  - Firm's reputation;
  - Satisfaction of previous clients (client relationships);
  - Timeliness of work and ability of the firm to meet schedules; and
  - Accuracy of cost estimates.
- Overall responsiveness of the SOQ.
- Location of office and accessibility to the District.
- Proposed fee schedule.

A Selection Committee will evaluate all submissions. Each SOQ must be complete. Incomplete SOQs may be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether respondents are responsive, responsible, and qualified. Based upon the information presented in the SOQ's, the District's Selection Committee will choose the most highly qualified firms to be interviewed and then potentially selected.

#### **B. DISTRICT INVESTIGATIONS**

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request a firm 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.

**V. RFQ RESPONSE and IMPLEMENTATION SCHEDULE SUMMARY:**

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

<b>Date</b>	<b>Event</b>
JUNE 26, 2018 & July 3, 2018	Advertisement – Pasadena Star News
JUNE 26, 2018	RFQ documents Available on AUSD Website
JULY 9, 2018 at 10:00 a.m.	Pre-bid Conference
JULY 11, 2018 at 10:00 a.m.	Deadline for submitting written questions
JULY 13, 2018	Deadline for District answering written questions
JULY 23, 2018 at 10:00 a.m.	Deadline for Submitting Proposal
WEEK OF JULY 30, 2018	Tentative Interview of Qualified/Short Listed Consultants
AUGUST 28, 2018	Tentative Date for School Board Approval of Consulting Services Pool

**VI. ATTACHMENTS:**

- A. Exhibit 1 - Agreement**
- B. Exhibit A - Responsibilities and Services of Consultant**
- C. Exhibit B - Criteria and Billing for Extra Services**
- D. Exhibit C - Schedule of Services**
- E. Exhibit D - Payment Schedule**
- F. Exhibit E - Insurance Requirements**
- G. Exhibit F - Workers’ Compensation Certification**
- H. Exhibit G - Iran Contracting Act Certification [if required]**
- I. Exhibit H - Criminal Background Investigation Certification**
- J. Exhibit I - Roofing Project Certification (Architectural Firms only)**

**THANK YOU FOR PARTICATING IN THIS SELECTION PROCESS.**