



Dr. Kirk Nicholas  
Superintendent

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Governing Board Members  
Mr. Matthew Balzarini, President – Ms. Sharon Lampel, Clerk  
Mr. Colin Clements – Ms. Anne Goodrich – Mr. David Pombo

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**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**For Selection of Architectural Services**  
**Neighborhood A/B – Evelyn Costa Elementary School**

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**I. GENERAL INFORMATION**

The Lammersville Unified School District is located west of Tracy, California in the community of Mountain House. The District currently houses 5,500 K-12 students in seven schools. The Lammersville District is growing and is estimated to have an enrollment of between 8,000 and 10,000 students at build out. It is the intent of the District to design a new elementary school to open in 2022.

Lammersville Unified School District is requesting statements of qualifications (“SOQ’s”) and fee proposals (“Proposals”) for professional architectural services related to the design of this new K-8 Elementary School that will house approximately 850-900 students. Each architectural firm (“Architect” or “Applicant”) shall submit an original Statement of Qualifications and Proposal, plus five (5) copies, in a sealed envelope prominently marked with the name of the firm. The SOQ’s and Proposals shall be submitted to Mr. Kirk Nicholas, Superintendent, Lammersville Unified School District, 111 S. De Anza Boulevard, Mountain House, CA, no later than 3:00 pm, Friday, February 1, 2019. SOQ’s and Proposals received later than the aforementioned date and time will be returned to the sender unopened. Facsimile (FAX) copies will not be accepted. SOQ’s and Proposals shall be signed by an authorized individual or officer of the firm submitting them.

In order to control information disseminated regarding this Request for Qualifications and Proposals, Architects interested in submitting an SOQ and Proposal are directed not to make personal contact with members of the Governing Board, District Administration, or Lammersville Unified School District employees.

Lammersville Unified School District reserves the right to accept or reject any or all SOQ’s and Proposals, and it reserves the right to request Architect to submit additional information at any time. Applicants shall be responsible for all expenses that they may incur in preparing SOQ’s or Proposals.

**II. FIRM BACKGROUND INFORMATION**

The Applicant’s SOQ and Proposal should provide information regarding the size, location and nature of work performed, years in business, and approach that will be used in meeting the needs of Lammersville Unified School District.

The Applicant should provide information regarding the firms experience in programming, planning, and providing “field” services for the new construction of educational facilities.

The Applicant should identify all personnel and provide a brief resume including pertinent experience of personnel who will be participating in District projects as previously outlined. The architectural firm’s personnel must be licensed to provide architectural services in the State of California.

[\[SR324152\]](#)

The Applicant shall list only the consulting engineering firms you plan to use on the project. Include a brief resume of key personnel from each consulting firm who will be working with the District.

It is the intent of the District to pursue new construction funding to be applied toward the cost of this project from the Office of Public School Construction/State Allocation Board. One of the responsibilities of the architect will be to assist the District to the extent necessary to meet all State requirements to receive State funding, which would include Department of State Architect approval, California Department of Education plan approval and Office of Public School Construction/State Allocation Board cost estimates and funding approval.

The Applicant needs to identify all public school construction projects relevant to this project completed in the past ten years and list whether the projects were State funded and the amount of State funds received.

Each Applicant is encouraged to provide any additional information or description of resources the firm feels is pertinent to this Request for Qualifications and Proposals. Upon review of the applicant's SOQ and Proposal, the Lammersville Unified School District may then select certain firms for an oral interview and presentation.

The District may be utilizing the Lease Leaseback project delivery methodology. Describe your firm's experience with LLB and the successes and difficulties you have had with this methodology.

### **III. SUBMITTAL FORMAT**

The successful Architectural firm shall demonstrate an ability to work in coordination and communicate effectively with a variety of planning groups and decision-makers, i.e., Board of Education, Superintendent, site administration and staff, school site committees, members of the community, the program manager and other technical advisors and consultants.

The successful Architectural firm shall assume responsibilities related to the projects in working with various outside governmental agencies, particularly the California Department of Education (CDE), the Division of the State Architect (DSA), the Office of Public School Construction (OPSC).

Architectural submittals should address the following:

#### ***Cover Letter/Letter of Interest***

Provide a cover letter/letter of interest. This document shall include the name of your firm, address, telephone numbers, fax number, and name of the principal to contact.

#### ***Firm Organization, Credentials, Background***

Please provide a brief history of firm including:

1. Number of years in business
2. Location of office which will perform the work
3. List of Basic Services provided by the firm
4. List of Architectural Services provided by the firm under Basic agreement (if applicable)

#### ***Relevant Experience***

Please provide information on all school projects of similar scope and size completed in the past ten (10) years including:

1. Project name/location
2. Year complete/current status
3. Client name (District Name)
4. Identification of funding source (State, Local, etc.)

**Project Team**

1. Identify key team members assigned to the project and provide their qualifications including on-site personnel. Include resumes for team members.
2. Identify proposed consultants for this project. Include resumes and related experience for each member of these firms that may be assigned to the project.

**Firm Resources**

1. Technical capabilities
2. Other capabilities, including front end services, such as pre-bond services, School Facilities Program applications, educational planning, etc.
3. Cost estimate history and change order evaluation (show examples of recent cost estimate vs. actual bid amount, if available)
4. Project approach relative to this District
5. Experience developing and adhering to schedules and timelines
6. Experience in working with state agencies
7. Experience with project delivery methodologies
8. Attach a list of your firm's projects currently underway and contracted for but not yet underway. List actual or expected start and completion dates of the projects, and explain how your firm will be able to effectively manage and perform the District's Project while also managing and performing the listed projects.

**Proposed Compensation**

1. The Architect will be expected to perform the scope of services described in the architect agreement accompanying this RFQP (*Attachment A*), which will be the form of agreement that the Architect must execute. Any SOQ and Proposal submitted in response to this RFQP (including the proposed contract price) must be based on the scope of services, obligations, and other terms of this agreement.
2. Based on the description of the scope of services in this RFQP, including the attached form of agreement, state your proposed percentage fee for the project (see Article 4 of the attached agreement), as well as your proposed maximum not-to-exceed total for reimbursable expenses (see Article 4 of the attached agreement). The proposed compensation must cover all of the architect's expenses (including overhead), and its profit, for this project.
3. To support the proposed maximum "not-to-exceed" total of reimbursable expenses, the Proposal must include an estimate of all reimbursable expenses on which the proposed total is based.

**Client Satisfaction/References**

1. Provide letters of reference.
2. Has your firm ever been terminated or replaced by another firm during the design or construction of any education and/or related project? If so, explain in detail and provide results of any related litigation/claims.
3. Has your firm, or its insurance carrier, ever had to make a payment, or provide other consideration, to an owner or other project participant based on your alleged errors or omissions? If so, explain in detail and provide results of any related litigation/claims.
4. If any of the following has occurred, please describe in detail the circumstances for each occurrence:
  - a. Failure to enter into a contract once selected/awarded.
  - b. Withdrawal of a proposal as a result of an error.
  - c. Debarment by any municipal, county, state, federal or local agency.
  - d. Involvement in litigation, arbitration or mediation.
  - e. Suspension or loss of license, or other discipline.
  - f. Conviction of the firm or its principals for violating any federal or state law related to architecture practice or contract performance.
  - g. Knowing concealment of any deficiency in the performance of a prior contract.

- h. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
      - i. Willful disregard for applicable rules, laws or regulations.
5. Provide a statement of the firm's financial stability.
6. Provide a list of at least five educational client references for which your firm has performed similar services. References will include:
  - a. District name and address
  - b. Contact name and telephone number
  - c. Identify project for referral

#### **IV. EVALUATION CRITERIA (not in order of importance)**

- Conformance of the submission to the specified format.
- Organization, presentation, and content of the submission.
- Performance on past projects.
- Ability to provide a complete and accurate design, thus minimizing change orders and claims by the contractor for additional money and time.
- Experience and qualifications of the proposed team members, especially with public school construction.
- Experience with a variety of construction delivery methods.
- Breadth of resources and capabilities.
- Ability to work with diverse decision makers.
- Creative problem solving capabilities.
- Strength of client recommendations.
- Proposed methods and overall strategic plan to complete the project in a timely and competent manner within the District's financial constraints and time frames.
- Reasonableness of proposed compensation for all architectural services for the entire project, including the amount of the percentage fee.

#### **SELECTION PROCESS**

The District will review the submitted Statements of Qualification and Proposals, and may request submission of additional information in writing. In its sole discretion, the District may elect to interview one or more firms; the District reserves the right to select firms solely on the basis of the SOQ's and Proposals submitted. The District may select one or more firms to perform the work indicated in the RFQP.

SOQ's and Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing Architects prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.

After review of the SOQ's and Proposals, the District will enter negotiations with one or more of the proposing Architects regarding the contract price. The terms of the Architect agreement (*Attachment A*) other than price, including the payment structure, are not negotiable. The District's staff will not present an Architect and the agreement to the Board for approval and award until the contract terms, including price, are finalized and the Architect signs the agreement. The District is under no obligation to enter an agreement with any of the Architects. The District reserves the right to award the contract for the Project to the Architect the District deems most suitable to undertake the Project based on many factors, including demonstrated competence, qualifications for the types of services to be performed, and a fair and reasonable contract price. The District further reserves the right to reject any or all SOQ's or Proposals, or waive any irregularities in any of the SOQ's or Proposals, submitted pursuant to this RFQP.

## TIMELINE FOR SELECTION

The District anticipates the following schedule for the selection process.

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|---|--------------------------|
| • Issue RFQP                                    | Friday, January 4, 2019  |
| • Statement of Qualifications and Proposals Due | Friday, February 1, 2019 |
| • Paper Screening/Reference Check Complete      | Friday, February 8, 2019 |
| • Interviews/Presentations (if necessary)       | February 12-15, 2019     |
| • Negotiate with Architects                     | February 20, 2019        |
| • Architect Executes Contract                   | February 22, 2019        |
| • Award of Contract at Board Meeting            | March 6, 2019            |

Selection committee members and processes for selecting Architectural Firm may vary at the District's sole discretion.

## SUBMITTALS

**Five (5) copies of the submittal package should be received by 3:00 PM on Friday, February 1, 2019.** The District will not accept submittals received after this date and time. The District reserves the right to reject any and all SOQ's or Proposals. Any attempt to contact Board Members in regard to this process may result in disqualification.

### Refer all inquiries to:

Kirk Nicholas, Superintendent  
Lammersville Unified School District  
209-836-7400  
nbalzarini@sjcoe.net

### Deliver submittals to:

Lammersville Unified School District  
111 S. De Anza Boulevard  
Mountain House, CA. 95391  
Attn: Dr. Kirk Nicholas, Superintendent

## LIMITATIONS

The District reserves the right to redefine project priorities, adjust budgets and modify projects as it deems necessary, and to select one or more firms to perform services. At its discretion, the District may eliminate any firm or waive any informality in the selection process.

This Request for Qualifications and Proposals does not commit the Lammersville Unified School District to award a contract or to reimburse the submitting firms for costs incurred in submitting these qualifications. The Lammersville Unified School District reserves the right to reject any or all SOQ's or Proposals received as a result of the request, to negotiate with any submitting firm, to extend the submission deadline, or to amend or cancel in part or entirety this request, if it is in the best interest of the District.

**ATTACHMENT A**  
**FORM OF AGREEMENT**