

Mammoth Unified School District
461 Sierra Park Road/PO Box 3509
Mammoth Lakes, CA 93546

July 5, 2018

**REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES
FOR RENOVATION, MODERNIZATION AND EXPANSION
OF EXISTING SCHOOL FACILITIES**

The Mammoth Unified School District ("District") is inviting Proposals from qualified architects ("Architect") for the planning, construction, and modernization of the District's Elementary, Middle and High School facilities. The District intends to select a qualified and experienced firm to provide architectural services to review various District documents, local and State planning agency documents, and other information necessary to assist with improvements. These improvements will be funded by Measure B, a \$63,100,000 general obligation bond approved by voters in June 2018. ("Project").

One of the award evaluation criteria will be the demonstrated experience in collaborative problem-solving with a wide range of stake holders such as staff, students, parents and the community members of the District. It is strongly recommended that the proposer, in its Proposal, clearly detail its experience, familiarity and demonstrated success performing similar work for other school districts, community college districts and other public agencies.

The District requires flexibility on project delivery methods so the Architect should be capable of providing architectural services in either Design-Bid-Build, Lease-Leaseback, and Multi-Prime construction delivery methods.

Four (4) hard copies of your complete Proposal and available upon request a PDF copy of the Proposal must be received by the District via hand delivery by **10 AM on July 30, 2018** at the following address:

Mammoth Unified School District
Attn: Gary Taylor, Director Maintenance, Operations, Transportation
461 Sierra Park Road/PO Box 3509
Mammoth Lakes, CA 93546

Any Proposals not received by such time may be disqualified at the sole discretion of the District.

Questions regarding this RFP may be directed to Gary Taylor, Director MOT, at 760.934.6802 x 507, or email at gtaylor@mammothusd.org. No other members of the District's staff or Board should be contacted about this procurement during the procurement process. Any and all inquiries and comments regarding this RFP must be communicated in writing, unless otherwise instructed by the District. The District may,

in its sole discretion, disqualify any proposer who engages in any prohibited communications.

The District reserves the right to cancel or revise, for any or no reason, in part or in its entirety, this RFP. The District makes no representation that any contract will be awarded to any proposer responding to this RFP. The District expressly reserves the right to postpone Proposal consideration for its own convenience, to waive any informality or irregularity in a Proposal received, and to reject any and all Proposals received in response to this RFP.

Sincerely,

[Insert name]
[Insert title]

I. INTRODUCTION

The District is a school district operating and existing under the laws of the State of California. With this RFP, the District is inviting Proposals from qualified and experienced architectural firms that can perform the services described herein.

II. PROJECT DESCRIPTION

A. General

The District has recently completed an update to its Facilities Master Plan (FMP) – this plan is available for your review through the District’s website: www.mammothusd.org. The FMP identifies a wide range of desired improvements at the District’s existing schools, as well as the potential need for an facilities at the District’s campus. These identified improvements are an important element within our strategy to further improve the teaching and learning environments for our students, staff and community. Our Board has identified the need for these improvements over the next several years as an important goal for the District. In order to accomplish this we will utilize a “team approach” to our facilities planning and implementation efforts. The architect plays a key role within our facilities team and is expected to work collaboratively and seamlessly with our District staff and identified planning, design and construction professionals.

The District seeks to establish a pool of qualified architects from which to select an architect to assist with the design of new potential projects, including the placement of relocatable classrooms, modernization and renovation projects, school safety, new school designs, and energy efficient retrofits and renewable energy projects. Given the short and long-term facility needs and perspectives identified in the FMP, we would expect that your Proposal address your firm’s ability to provide both immediate and longer term planning and design services in consideration of your existing workload.

B. Anticipated Types of Projects

The Districts has a strong commitment toward providing learning environments that will be able to flexibly and cost effectively adapt to the District’s emerging educational programs and instructional strategies over time. The list of potential Projects may be found on the Board resolution, attached hereto as Exhibit A. Most of the listed projects can be categorized as modernization or addition to existing structures.

C. Implementation Strategy

Based on direction from the Board of Trustees and District administration, the architect will draft an implementation strategy for the projects identified in the FMP. Typically, there is more work identified in the FMP than can be funded by the GO Bond, so a priority list of implementation strategy must be carefully developed. If selected for the interview phase of the selection process, your firm will be asked to share site specific conceptual ideas for the projects listed in the FMP.

Please Note: The responsibilities and duties listed herein are stated in general terms and are for informational purposes only. The parties shall negotiate a final agreement after a recommended firm has been selected.

D. Selection Process/Timeline

The District will likely utilize a multi-faceted approach during the selection process for architectural firms, as preliminarily identified below:

- July 5, 2018 – Request for Proposals available for interested firms
- July 25, 2018 – Questions, if any, due to the District
- July 30, 2018 – Four (4) copies of the Proposal due to the District by 4:00 p.m.
- July 30, 2018 – Statements of Proposal reviewed by the District to determine those firms to potentially be interviewed
- August 1, 2018 – Successfully “screened in” firms notified of interview time
- August 6, 2018 – Interviews conducted at the Mammoth Unified School District
- August 8, 2018 – Firms notified of interview results
- August 9, 2018 – Contractual discussions commence with the firm to be recommended to the Board of Trustees for the Perris High School project
- August 20, 2018 – proposed contract completed and attached to Board of Education agenda
- August 23, 2018 – Recommendation presented to the Board of Trustees for award of contract for the Project and the creation of a qualified pool of architectural firms for future project consideration/assignment
- August 24, 2018 – Commencement of services to the District for the Project.

E. Acceptance of Proposals

This Request for Proposals does not commit the Mammoth Unified School District to award a contract or pay any costs that may be incurred by your firm in the preparation of a response to this request. The District reserves the right to accept all or part of any Proposal, to waive any irregularities, or to cancel in part or in its entirety this Request for Proposal. The District further reserves the right to accept the Proposal(s) that it considers to be in the best interest of the District.

Four(4) hard copies of your complete Proposal in response to this RFP and available upon request a PDF copy of the Proposal. Format should be submitted no later than 10:00 a.m. on July 30, 2018 to:

**Mammoth Unified School District
Attn: Gary Taylor, Director Maintenance, Operations, Transportation
461 Sierra Park Road/PO Box 3509
Mammoth Lakes, CA 93546**

F. Proposal Validity Period

Submissions may be withdrawn at any time prior to the closing date and time for receipt thereof specified above. The proposer agrees that its Proposal will remain valid for 180 calendar days ("Validity Period") following the Proposal Due Date. The District may request an extension of the Validity Period. Once award is made to a proposer, all elements of that proposer's Proposal shall remain valid until the completion of the Project where an agreement is executed, including exercise of any potential options.

G. Questions Regarding the Content of our Request for Proposal?

Should you have any questions regarding the content of our Request for Proposal or require any additional information about our anticipated projects or service requirements please do not hesitate to contact the following individuals:

Gary Taylor, Director Maintenance, Operations, Transportation 760.934.6802 x 507
gtaylor@mammothusd.org

All questions must be received by July 25, 2018. You are cautioned not to contact members of our Board of Trustees, the District Superintendent, or other District personnel and/or consultants except as identified above; failure to adhere to this will result in your disqualification.

We appreciate your initial consideration of the Mammoth Unified School District and your potential participation within our facilities program. We look forward to the possible Proposal of your Proposal.

H. Public Records

All Proposals submitted in response to this RFP become the property of the District and responses to this RFP are subject to the provisions of the California Public Records Act (Government Code Section 6250 *et seq.*) and Public Contract Code (PCC) Section 10165.

Documents provided by the proposer marked Trade Secret, Confidential, or Proprietary; and any financial records provided by the proposer shall be clearly identified, labeled, and addressed. The District agrees to safeguard the documents to the best of its ability, and all information contained therein, against disclosure but only to the fullest extent permitted by law. However, in the event of arbitration or litigation, the documents shall be subject to discovery, and the District assumes no responsibility for safeguarding the documents, unless the proposer has obtained an appropriate protective order issued by the arbitrator or the court. A proposer has the duty of clearly labeling any Trade Secret, Confidential or Proprietary information as such. No liability will attach to the District for the errant release of Trade Secret information by the District under any circumstances.

III. INSTRUCTIONS FOR SUBMITTING RESPONSE

Each firm responding to the RFP shall address the following items in its response. The response is limited to 30 pages total.

Each item below shall be separated and clearly marked by tabs, or other means, to allow for easy review by the District.

1. Cover Letter

A maximum one-page, dated introductory letter must be submitted including the legal name of the respondent, address, telephone and fax numbers, RFP number and the name, title, and signature of the person(s) authorized to submit the qualifications on behalf of the firm.

2. Table of Contents

A table of contents of the material contained in the Proposal should follow the cover letter.

3. Executive Summary

The executive summary should contain (1) brief description of the firm's history; (2) an outline of the firm's philosophy concerning architectural services on public projects, particularly school construction projects; (3) a synopsis of the firm's approach to successfully working with school districts on the preparation of documents for school construction projects of similar size and magnitude; and, (4) a brief summary of the firm's qualifications to engage in a professional relationship with the District.

4. Description of Firm

Provide specific information regarding the size, financial strength, location, nature of work performed, number of employees, years in business, California business license number (if applicable), and tax identification number of firm. Please identify the principal-in-charge who will serve as the District's main contact throughout the Project. Include the address, telephone, and fax number of the office that will be primarily responsible for providing services under the Proposal.

Please also provide evidence that the firm is in good standing and able to complete business in the State of California.

5. Background of Firm's Personnel

Identify the names of all key positions with titles and their specific task assignments for these potential projects on an organizational chart. Provide the background, including resumes, qualifications and relevant experience of employees whom the firm expects will be utilized on the Project and will make up the Project team. The team proposed must remain intact during the procurement process and the life of the Project, if the proposer is selected, unless agreed to otherwise in writing by District. By submitting a Proposal, proposer acknowledges that the District is making a selection based on the experience and qualifications of the team presented in the Proposal and any changes to the team without the consent of the District may constitute a breach of contract by the proposer.

Identify the names of firms and individuals that will perform any sub consultant work (i.e. outside firms providing cost estimating, planning, architectural design, structural, mechanical or electrical engineering services). Provide resumes, qualifications and relevant experiences of each person to be involved in the program.

6. Experience in Providing Documents for Public Construction Projects

Provide a comprehensive narrative of your firm's experience working with other California public school districts and other public agencies in successfully providing architectural services associated with the preparation of documents for use on the construction of a public project of similar size and scope as the Project, which narrative should clearly demonstrate your firm's experience and qualifications to be able to successfully provide the services described herein.

The narrative should address the following: An explanation of your experience with the California Department of Education (“CDE”), the Office of Public School Construction (“OPSC”), the Division of the State Architect (“DSA”), the Uniform Building Code (“UBC”), and Title 24 of the California Code of Regulations, **which experience shall be considered mandatory for any firm submitting a Proposal in response to this RFP.**

- In addition to traditional Design-Bid-Build, construction delivery, please provide a description of your firm's experience working on projects that used the Design-Build, Lease-Leaseback and Multi Prime construction delivery methods for the final design and construction of a public school project. Evidence that your firm and personnel proposed in your Proposal have the expertise and experience in construction project design review and evaluation, scheduling, and cost estimating to carry out the professional services described herein.
- Demonstrated experience in sustainable design (LEED/CHPS) (*new campuses and significant modernizations only*)
- Demonstrated experience in delivering projects via Building Information Modeling (BIM) (*new campuses and significant modernizations only*)
- Information on firm's experience in producing innovative energy efficient designs and evidence of a clear understanding of available energy initiatives to K-12 school districts.
- Demonstrated experience providing architectural services for K-12 bond projects.
- Evidence of experience providing outreach to District stakeholders in both a governing board meeting and public forum setting whereby updates on the Project are provided and questions are answered by your firm.
- Discuss your knowledge and approach toward the following: (1) Reviewing architectural design concepts, principles and standards; (2) Supervisory principles, practices and procedures; (3) Building construction methods and

materials; (4) Compliance with local building codes and ordinances and accepted standards of quality for public projects; (5) Coordination with Project owner, CM and contractor(s); and (6) Project design for school construction projects on working school campus.

Your narrative should be complete and clear to provide an insightful, straightforward, and concise overview of the capabilities of your company. Inclusion of additional facts, information and examples of previous work are encouraged if it will help to highlight your firm's qualifications and experience.

7. Budget/Completion History

Provide project budget information from your five (5) most recent school architectural projects. Include original budgets, change orders, and final budget at close out. Please give detailed information for each job including a contact name with contact information. Provide original schedule and completion dates.

8. Litigation History

The firm shall list all litigation in the last five (5) years, filed either by a client, a client's representative, or a contractor, which names the firm, firm's employees, or the firm's consultants as defendants of any type. State the nature of the complaint, the beginning and end date, or anticipated end date, of each lawsuit, case number of proceeding, and the judgment or resolution or the anticipated judgment or resolution, including any settlement outside of court.

The firm shall also provide specific information on termination for default and information concerning any convictions for filing false claims within the past five (5) years.

The firm shall state whether the firm has or has not filed a petition for bankruptcy. If the firm has filed a petition for bankruptcy, the firm shall provide the date the petition was filed and identify the jurisdiction in which the petition was filed.

9. Complaints Lodged with Local, State, or Professional Agencies

The firm shall disclose complaint(s), if any, that have been lodged against the firm with any local public agency, any agency of the State of California, or any professional organization with which the firm is affiliated and, if so, describe the nature of the complaint(s) and outcome(s) or anticipated outcome(s).

10. Insurance

The firm shall describe the outcome of claims, if any, filed against firm's general liability, professional liability, or automobile liability insurance carriers during the past five (5) years.

The selected proposer will be required to provide the following minimum amount of insurance coverage:

Comprehensive General Liability (including operations, products and completed operations, as applicable): \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury, personal injury & property damage. If commercial general liability insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
Workers Compensation: As required by the State of California.

Professional Liability/ Errors & Omissions Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate.

Worker's Compensation: As required by State of California.

Endorsements shall clearly state that the District is named as an “Additional Insured” under the policy described and that such insurance policy shall be primary to any insurance or self-insurance maintained by the District.

The District reserves the right to require higher insurance limits on a project-by-project basis.

11. References

The proposer shall list a minimum of five (5) references for whom the firm has provided services in California for school district construction projects. Projects for Districts with high snow accumulation will be given more weight. Provide a copy of the facility master plan prepared for a comparable district with a similar scope of services requested with the last five (5) years. Please include the following information for each reference provided on separate pages:

- 1) Year(s) of services
- 2) School district
- 3) Current contact person
- 4) Title/position
- 5) Contact phone number
- 6) Project description
- 7) Dollar value of the project
- 8) Delivery method
- 9) Duration of design

10) Duration of construction

11) Division of the State Architect (“DSA”) Closeout (# of months)

12) Local design work within the town of Mammoth Lakes, CA

Lists, photos, and literature on related projects performed by the individuals expected to make up the Project team may be included. Do not include projects completed by other branch offices or by individuals that are not part of the proposed Project team.

12. Project Plan and Methodology

Describe the procedures and safeguards the firm will employ to ensure that the needs of the District will be satisfied, including completion of the architect services requested herein in a cost-effective and timely manner.

13. Schedule

Provide a detailed schedule for the work and demonstrate the firm's ability to meet this schedule. Describe how the firm manages and controls planning and design costs, prevents project scope increases, and is able to provide the highest quality design and planning in relation to fees.

14. Current Projects and Workload

Please describe current projects that the firm is engaged in of similar size and scope. Please describe how current workload demands on the firm may impact providing the requested services for the Project.

15. Joint Ventures and Associations

If the Project is to be undertaken by the firm in joint venture or in association with one or more other entities, identify the parties involved in such a joint effort, the roles and responsibilities of each party, and whether all parties will be jointly and severally liable for performance and all contractual liabilities. In the event of a joint venture, please provide a copy of the joint venture agreement and identify which firm will be the lead member of the venture. The District reserves the right to require the lead firm to sign a Guaranty concerning the work to be completed.

16. Fee Estimate Range/Terms

Describe the method proposed by the architect for calculating and charging fees for performance of the work on the Project. Include your hourly rate schedule.

If the proposed fee approach includes hourly rates for additional services, describe the additional services and the hourly rates or costs associated with these services.

Identify whether the architect proposes to bill reimbursable costs at cost or to add a mark-up to such costs.

The final fee for completion of the work shall be negotiated with the District should the architect be selected to perform the work.

17. Other

Each firm is encouraged to provide a description of resources or any other information the firm believes is pertinent to its Proposal. Please do not include brochures or other marketing-related materials.

C. DISTRICT'S EVALUATION PROCESS

Upon the District's receipt of the Proposals, each Proposal will be reviewed for (a) minor informalities, irregularities, and apparent clerical mistakes which are unrelated to the substantive content of the Proposal; (b) conformance to the RFP instructions regarding organization and format; and (c) the responsiveness of the proposer to the requirements set forth in this RFP. Those Proposals determined to not be responsive to the requirements of this RFP may be excluded from further consideration and the proposer may be so advised. The District may also exclude from consideration any proposer whose RFP contains a material misrepresentation. The District reserves the right to reject any or all Proposals, to waive minor technicalities or to advertise for new Proposals, if in the judgment of the District, such course of action is in the best interests of the District.

The District will establish a Selection Committee for the purpose of reviewing and evaluating Proposals submitted in response to the RFP. Proposal and relevant experience in producing similar types of plans for similar clients and settings will be extremely important in the selection process. The Selection Committee will consider the following criteria:

- Experience with school facility planning and design;
- Evidence of ability to accurately communicate the assessment of District facilities;
- Familiarity with best practices in sustainable design and planning of school facilities;
- Cost effective, high quality planning and design services;
- Skill in facilitating complex community and District involvement process;
- Ability to complete the planning tasks within the scheduled time frame;
- Creative problem solving in design and planning;
- Proposed fee schedule.

The District will not provide detailed scoring criteria or evaluation of Proposals to respondents.

The District reserves the right to contract with one or more firms. The District makes no representation that participation in the RFP process will lead to an award of a contract or any agreement whatsoever.

The District may perform an investigation of the proposers that extends beyond contacting the school districts or other entities identified in the Proposals. The District shall have the right to request any additional information from any or all of the proposing firms, to select, in its sole discretion, firms that will be interviewed, and to select, in its sole discretion, the firm that best meets the needs of the District and to initiate negotiations to engage that firm.

The following are conditions precedent to final award of the contract(s): (a) successful completion of negotiations; (b) receipt by District of all of the documents required to be provided prior to execution of the contracts ; and (c) any other conditions required by the District's governing board. Final award will be evidenced by execution of the agreement by the District's designee following any necessary approvals by the District's governing board.

D. MISCELLANEOUS

The individual or official of firm who has the authority to contractually bind firm must sign the RFP response.

The RFP response preparation and associated costs are the sole responsibility of the proposer and no proposer will be reimbursed by the District for any costs associated with responding to this RFP, participation in interviews or in anticipation of any contract.

Submission of Proposals by facsimile or email is not acceptable. Firm is entirely responsible for the means of delivering the Proposal to the appropriate office on time.

Each proposer shall be solely responsible for examining this RFP and all its parts with appropriate care and diligence. Each proposer is also responsible for monitoring the information concerning this RFP and the procurement.

Each proposer agrees that the District shall be entitled to use all work product that is not returned to the proposer (including concepts, ideas, technology, techniques, methods, processes, drawings, and reports) contained in its Proposal or generated by or on behalf of the proposer for the purpose of developing its Proposal without compensation or consideration to the proposer, except such work product specifically labeled as a Trade Secret or Proprietary. By submitting a Proposal, each proposer acknowledges that the District may incorporate and use such work product or concepts based thereon in the performance of its functions. The use of any of the work product by the District is at the sole risk and discretion of the District, and shall in no way be deemed to confer liability on the unsuccessful proposer. By submitting a Proposal, each proposer acknowledges and agrees that it does not have the right to keep the contents of its Proposal from being used by the District, as described herein.

Responses may be rejected if they do not provide the information requested herein in the format requested, or if submitted without all required information and signatures.

CERTIFICATION

I certify that I have read the attached **Request for Proposals – Architectural Services for renovation, modernization, and expansion of existing school facilities** and the instructions for providing a response. I further certify that I acknowledge having to submit four (4) copies and upon request a PDF copy of the firm’s response to this request and that I am authorized to commit the firm to the qualifications submitted.

Signature	Type or Printed Name
Title	Company
Address	
Telephone	Fax

corporation,
seal

Date

If you are responding as a
please provide your corporate
here:

All materials submitted in response to this RFP shall become the property of the Mammoth Unified School District.

RFP FORM A

PROPOSAL SUBMITTAL ACKNOWLEDGMENT
(Proposer to complete and return form with Proposal)

Proposer: _____

Project Name: BOND PROGRAM

RFP Advertisement Date: _____

RFP Proposal Date: _____

Mammoth Unified School District
461 Sierra Park Road
Mammoth Lakes, CA 93546

Ladies and Gentlemen:

The undersigned (“Proposer”) submits this Proposal in response to the RFP issued by the District, including any and all Addenda, to complete the work described in the RFP. Please note that initially capitalized terms not otherwise defined herein shall have the meanings set forth in the RFP.

By signing below, Proposer acknowledges receipt, understanding, and full consideration of all materials posted on the website including all Addenda. Proposer represents and warrants that it has read the RFP and agrees to abide by the contents and terms of the RFP.

Proposer further understands that all costs and expenses incurred by it in preparing a response to this RFP and participating in the Project procurement process will be borne solely by the Proposer.

This RFP shall be governed by and construed in all respects according to the laws of the State of California.

Name of Authorized Representative
of Proposer (Point of Contact): _____

Representative Title: _____

Firm Name: _____

Phone: _____

Fax: _____

Email: _____

Proposer's business address, if different than Authorized Representative:

Address: _____

City: _____

State: _____

ZIP: _____

State or Country of
Incorporation/Formation/Organization: _____

By executing and submitting this form, the Proposer confirms that the Authorized Representative named above is authorized to act as agent on behalf of the Respondent with regard to this RFP.

Signature of Authorized Representative

Date: _____

RFP FORM B

**PREVIOUS DISQUALIFICATION, REMOVAL, OR OTHER
PREVENTION OF PROPOSING CERTIFICATION**

The Proposer shall complete, under penalty of perjury, the following questionnaire:

Has the Proposer or any major participant, any officer or any employee who has a proprietary interest thereof, ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or a safety regulation? (Please circle one of the answers below)

YES

NO

If the answer is yes, explain the circumstances in the following space:

Name of Proposer: _____

Signature of Proposer: _____

Date: _____

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