

**THERMALITO UNION ELEMENTARY  
SCHOOL DISTRICT**

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
ARCHITECTURAL SERVICES  
FOR NEW CONSTRUCTION AND/OR  
MODERNIZATION PROJECTS**

**Dated: November 14, 2022**

**Due: December 15, 2022, 4:00 p.m. at**

**Thermalito Union Elementary School District  
400 Grand Avenue  
Oroville, CA 95965**

**Attn: Cody Walker, Assistant  
Superintendent, Business Operations**

## **REQUEST FOR QUALIFICATIONS**

### **I. INTRODUCTION.**

The Thermalito Union Elementary School District (“District”) is interested in receiving statements of qualifications (“Proposals”) from qualified architectural firms to perform various new construction and/or modernization projects in the District. Proposals shall contain the information solicited in this Request for Qualifications (“RFQ”).

It is the desire of the District to select an architect to work on projects on an as-needed basis. The District is interested in an experienced architectural firm that can provide comprehensive architectural services at the lowest cost and highest quality. The District reserves the right to select more than one architectural firm to be in a pool of qualified architects to work on District projects on an as-needed basis.

### **II. SCHEDULE OF EVENTS.**

<b>EVENT</b>	<b>DATE</b>
Release Request for Qualifications Documents	November 14, 2022
Deadline for Submission to District (local time)	December 15, 2022 4:00 p.m.
Evaluation of Qualifications Completed by District	December 19, 2022 (Estimated*)
Interviews and Reference Checks	Week of January 9, 2023 (Estimated*)
Approval of Selection of Architect	January 19, 2023 (Estimated*)

\*Preliminary and Subject to Revision by the District

### **III. DISTRICT PROJECTS.**

The District is seeking qualified architecture firms to provide architectural services in connection with various new construction and/or modernization projects on an as-needed basis throughout the District (hereinafter referred to collectively as “Projects”).

By submitting a Proposal, the firm agrees it is willing to provide and coordinate its services for Projects delivered in either traditional (design, bid, build) or non-traditional methods (for example, design-build or lease-leaseback delivery methods).

#### **IV. SUBMISSION REQUIREMENTS.**

All Proposals must be received by the District on or before the Deadline for Submission to the District in Section II of this RFQ. Any submittal received by the District after this deadline shall be refused and returned. All Proposals must be limited to twenty (20) pages in total length and include the information and documents specified herein. Proposals must be sealed with envelopes clearly marked "Proposal for Architectural Services."

#### **V. CONTENTS OF PROPOSAL.**

A. COVER LETTER. The cover letter shall indicate that the Proposal is submitted in response to the "Request for Proposals for Architectural Services" and all associated addenda, and shall be signed by the duly authorized official for the architectural firm.

B. DESCRIPTION OF FIRM. Include name of firm, address, telephone number, fax number, type of firm (i.e., corporation, partnership, etc.), California Registration Number and name of principal contact. Provide a brief history of the organization, including:

1. Number of years in business.
2. Senior member(s) and length of association.
3. Whether the organization has gone by a different name while under substantially the same management.
4. Location of office where project team members will complete the design and manage the project.
5. List of basic services provided by firm.
6. List of additional services provided by firm under basic State of California School Building Program agreement fee.
7. A detailed explanation of any litigation related to school or county office construction projects in which the organization has been involved, as well as a discussion of how the litigation was resolved.

#### **C. EXPERIENCE RELATIVE TO DISTRICT NEEDS.**

1. Discuss the organization's knowledge of and experience with school new construction and/or modernization projects within the past seven (7) years.
2. Provide the total number of State-funded school projects in progress in office at this time and phase status, grade level and current dollar value.
3. Discuss the organization's change order history, including the firm's approach to problems and change orders, and a summary of change orders for three State-funded school projects, which were completed over the last two (2) years (show the total dollar amount

of change orders for all three projects, compare this information to the total original contract dollar amount and indicate, by percentage, the dollar amount of change orders which were caused by the owner, Architect, and Contractor, respectively).

4. Discuss the organization’s prior experience, if any, on projects that employed non-traditional delivery methods (for example, design-build or lease-leaseback delivery methods). Provide a description of each project, the dollar value, and the length of time to complete each project.

5. Include a list of at least three (3) references from school districts/county offices of education, or similar educational entities.

D. QUALIFICATIONS OF ARCHITECTURAL FIRM’S PERSONNEL. Identify the personnel and financial resources available for the project. List all personnel with specific experience that suits District’s needs.

E. EXPERIENCE WITH STATE REGULATORY AGENCIES AND STATE AND FEDERAL FUNDING SOURCES.

1. Describe your experience with Office of Public Schools Construction (“OPSC”) and State Allocations Board (“SAB”) procedures.

2. Describe your experience with assisting District in identifying and applying for local, state and federal funding sources for District construction projects.

3. Describe your experience with compliance with requirements of federally funded projects.

F. PROJECT PLAN AND METHODOLOGY. Discuss specific firm procedures for addressing the following:

1. Disputes and claims involving contractors and subcontractors.

2. Frequency of coordination with subconsultants.

3. Provision of estimates of change order items.

4. Proceeding with construction through a “construction change directive” process.

5. Identify the proposed structural, mechanical, electrical, and civil engineers and consultants for landscape, energy and other relevant disciplines for this project. List license numbers and dates, as well as business address, phone number and fax number. Include résumés and related experience for appropriate members of these firms.

G. FEES. Provide breakdown of proposed fees for the personnel to be assigned to the District.

- H. INSURANCE. Provide the following:
1. Name of professional liability and commercial general liability insurance carrier.
  2. Designate whether each policy of insurance is on an occurrence or claims made basis.
  3. Policy limits.
  4. Deductible on the policy of insurance.
  5. Number of years with each carrier.
  6. Claims made on any policy of insurance held by the organization within the last three (3) years, including:
    - a. A detailed explanation of the nature and type of claim.
    - b. Whether the claim has been resolved.
    - c. The terms of the resolution.
  7. Experience modification factor for workers' compensation insurance.

I. COST ESTIMATING. Provide a statement describing the methodology utilized to estimate the probable construction cost of a project. Include:

1. Methodology.
2. Contingencies utilized.
3. Standard estimating manuals used as reference.
4. Experience of estimator.
5. Accuracy of estimates.
6. Describe your firm's willingness to commit to the estimate provided.

## **VI. REQUIREMENTS FOR SUBMITTAL.**

A. SUBMITTAL OF STATEMENT OF QUALIFICATIONS. All submittals should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for any errors or omissions on the part of the firm in the preparation of the submittal.

B. SIGNATURES. Submittal must be signed by a representative of the organization with authorization to bind the organization by contract.

C. DISQUALIFIED STATEMENTS. Any submittal received by the District, after the time and date stated above, shall be refused and returned.

D. WITHDRAWAL OF SUBMITTAL. Firms may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

E. COPIES OF SUBMITTAL. Each firm making a submittal must include an original and three (3) copies. No email or facsimile submissions will be accepted.

F. CONTACT. Firms interested in making a submittal are directed not to make personal contact with members of the District's Governing Board. Any contact will constitute grounds for disqualification of consideration.

G. QUESTIONS. Any questions regarding the RFQ should be submitted in writing to:

Cody Walker, Assistant Superintendent, Business Operations  
Email: cwalker@thermalito.org

H. RFQ INTERPRETATION OR MODIFICATIONS. Any interpretation or modification to this RFQ will be made solely by means of written addenda issued by the District. Each Proposal shall include specific acknowledgement of the receipt of addenda issued by the District.

I. RIGHTS OF THE DISTRICT. This RFQ does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any submittal, to waive any irregularities, or to cancel in part or in its entirety the RFQ. The District further reserves the right to select the firm(s) that it considers to be in the best interest of the District.

J. FEES. The District will negotiate contract fees for the services to be provided from the best qualified firm.

K. CONTRACTS. Upon selection, the selected firm will be required to enter into an Architectural Services Agreement for each Project. The Form of Architectural Services Agreement is attached hereto as Exhibit "C." Any exceptions to the terms of the Form of Architectural Services Agreement shall be submitted with the firm's Proposal.

## **VII. SELECTION AND EVALUATION CRITERIA.**

The following criteria will be adhered to in evaluating each Proposal:

1. Firm organization, history, longevity, and stability.
2. Experience of proposed project team.
  - a. Modernization Projects.

- b. New Construction Projects.
- 3. Ability to work collaboratively and cooperatively with District staff and consultants.
- 4. Ability to Coordinate with other Public Agencies.
  - a. Experience with local public agencies.
  - b. Experience with State of California public agencies.
  - c. Experience with federally funded projects.
- 5. Satisfactory references from school districts.
- 6. Insurance capacity and history.
- 7. Claims and litigation history and experience.
- 8. Demonstrated ability to perform accurate cost estimating.
- 9. Demonstrated ability to perform value engineering.
- 10. Compliance with RFQ requirements.
- 11. Exceptions to Form of Architectural Services Agreement.

**VIII. NOTICE OF REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES.**

The District Notice of Request for Qualifications for Architectural Services, attached hereto as Exhibit “A” is hereby incorporated by reference as if fully set out herein.

**IX. STATEMENT OF NON-CONFLICT OF INTEREST.**

The Statement of Non-Conflict of Interest, attached hereto as Exhibit “B” and hereby incorporated by reference, must be completed and submitted with the Proposal.

## **EXHIBIT “A”**

### **THERMALITO UNION ELEMENTARY SCHOOL DISTRICT**

#### **NOTICE OF REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES**

Notice is hereby given that the Thermalito Union Elementary School District (“District”) of Butte County, California, is requesting sealed statements of qualifications (“Proposals”) for Architectural Services on an as-needed basis for new construction and modernization projects throughout the District. Proposals shall be submitted in accordance with the Request for Qualifications for Architectural Services dated November 14, 2022 (“RFQ”). A complete copy of the RFQ is available on the District’s website at [www.thermalito.org](http://www.thermalito.org) or by contacting Cody Walker at [cwalker@thermalito.org](mailto:cwalker@thermalito.org). Proposals must be received by the District at the address stated in the RFQ no later than the due date and time of December 15, 2022, at 4:00 p.m. Late proposals will be rejected. Proposals must be sealed with envelopes clearly marked “Proposal for Architectural Services.” Electronic copies of Proposals shall not be accepted.

**EXHIBIT “B”**

**STATEMENT OF NON-CONFLICT OF INTEREST**

The undersigned, on behalf of the architectural firm set forth below (the “Consultant”), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualifications, shall do so as an independent contractor and not as an officer, agent or employee of the District (“the District”).

The undersigned further certifies and warrants that:

1. no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years;
2. the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months;
3. no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Agreement to be awarded by the District or shall become directly or indirectly interested in the Agreement;
4. the Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Agreement should the Consultant aid, abet or knowingly participate in violation of this statement; and
5. during the qualifications process (i.e., from the date the RFQ is released to the conclusion of the selection process) any interested Firm, Contractor and/or Consultant, if it is determined that any such individual(s) who work and represents such companies for business purposes communicates, contacts and/or solicits Board Members in any fashion shall be disqualified from the RFQ selection process.

**FAILURE TO SIGN THIS FORM MAY RESULT IN A RESPONSE DISQUALIFICATION.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT “C”**

**FORM OF  
ARCHITECTURAL SERVICES AGREEMENT**

(Attached)