

**TWIN RIDGES
ELEMENTARY SCHOOL
DISTRICT**

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

FOR

ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

May 2024

Twin Ridges Elementary School District (hereinafter “District”) is requesting Statements of Qualifications and Proposals (SOQ/P) from interested firms (hereinafter “Firm”, “Firms”, or “Consultant”) for architectural and engineering services to address capital outlay projects within the District. The goal of the RFQ/P is to create a pool of architects from which to select one or more firms to design projects identified and needed within the District.

**The SOQ/P must be received electronically via email by
12:00 P.M. on August 15, 2024, to:**

**Sunshine Bender, Chief Business Official at sbender@tresd.org
and
Marisol Estrada, Secretary at mestrada@tresd.org
Twin Ridges Elementary School District
16661 Old Mill Rd
Nevada City, CA 95959
Tel: 530.265.9052**

A. INTRODUCTION

Twin Ridges Elementary School District is a small rural school district located on the ridge between the South and Middle forks of the Yuba River in the Sierra Nevada Foothills of Nevada County. The District is about thirty minutes from Nevada City west of Tahoe National Forest. While the District is the largest geographical district in the county, its student population hovers around 100 students providing a low student-teacher ratio and a learning environment catered to the individual needs of the student.

Twin Ridges serves the communities of the San Juan Ridge and the little town of Washington. Currently, the District serves pre-school at the Oak Tree site and transitional kindergarten through eighth grades at the Grizzly Hill Site. The District provides quality educational programs and services. The District is fortunate to have a safe environment where students are nurtured and supported by caring, high quality staff who are motivated to grow professionally.

Despite our best efforts as most districts experience, there’s always construction work to be accomplished as the district’s facilities are aging. The original Grizzly Hill campus was constructed in 1984 while the Oak Tree site was constructed in 1974. A needs assessment and capital outlay plan was completed in late 2023. In total, the [2023 Capital Outlay Plan and Capital Outlay Budget Projections](#) reflect over \$15 million in needs.

At the March 5, 2024 primary election, the communities comprising the District supported Measure A (FAQs linked [here](#)), a \$2.6 million bond to make basic repairs and upgrades to classrooms and facilities, replaced outdated HVAC systems, ensure ADA access, improve safety and security, and build new kindergarten and pre-kindergarten classrooms. The District received state grants for the early education classrooms and also has eligibility for modernization grants under the State Allocation Board's/Office of Public School Construction's School Facilities Program as it is currently structured.

The District intends to accomplish as much as possible based on the priorities identified in the 2023 Capital Outlay Plan, by the governing board, and as required by the Division of the State Architect and state grant programs. The ultimate project scope will also be dependent upon site conditions, cash flow, and the costs to complete the work.

B. SUBMITTAL INFORMATION & REQUIREMENTS

The SOQ/P shall not exceed twenty (20) pages including Exhibits A, B, C, and D but excluding the front and back covers.

The individual or official of this firm who has the power to bind the firm contractually must sign the SOQ/P. The SOQ/P preparation and associated direct costs are the sole responsibility of the Consultant and will not be reimbursed by the District.

One portable document format (PDF) of the SOQ/P shall be emailed by 12:00 P.M. on August 15, 2024 to: Twin Ridges Elementary School District, Attention: Sunshine Bender, Chief Business Official, at sbender@tresd.org, and Marisol Estrada, Secretary, at mestrada@tresd.org.

The Consultant is entirely responsible for delivering the proposal to the emails above by the deadline. Emails confirming receipt will be sent to the Consultant. The Consultant, however, shall be responsible to ensure a confirmation email is received. Delays due to incorrect email addresses or due to verbal directions given by District staff shall be the responsibility of the Consultant. The proposal must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery.

The following format has been prepared for the development of the proposal in response to the SOQ/P.

1. Cover Letter with an Executive Summary of the following:

- a) Legal name of the architectural firm.
- b) Type of firm (individual, corporation, etc.).
- c) Brief description of the firm, including number of years in business, and the date the firm was established.
- d) Number of employees (company-wide).
- e) Number of employees located in Northern California.
- f) California Business License Number.
- g) Name of the project architect who will serve as the School District's project contact throughout the project.
- h) Address and telephone number of the office that will be primarily responsible for providing services for the District.
- i) Why the firm is interested in working on this project for the District.

This introduction cover letter must be signed by the authorized officer of the firm.

2. Table of Contents

Provide a table of contents of the data and information requested below.

3. Firm Resources

- a) Project Team - Identify *up to* three (3) persons that will be principally responsible for working with the District. Indicate the role and responsibility of each individual as well as a brief resume of these individuals. These resumes must include projects worked on over the last 5 years and number of years employed by the firm. If the Consultant is chosen as a finalist, at least one of these principal individuals must attend the interview and an in person presentation, if requested by the District.
- b) Firm Commitments – Describe the firm’s current commitments, ability to handle the project (e.g., manpower, staff-to-project ratio in comparison to other like firms, etc.), and dedication to provide the services requested in an efficient and timely manner. **The ability to execute one or more of the District’s projects is driven by a state-mandated deadline and/or community expectations. For example, the District must have project plans designed and approved by the California Department of Education (CDE) and Division of the State Architect (DSA) for the new early education classrooms, and be under contract for at least 90% of the work in the plans, no later than March 27, 2025. There is an opportunity to extend this deadline, however.**

4. Project Experience and References

Complete Exhibit A to provide at least four recent (over last five years) clients for whom your firm has provided full service architectural work similar to what is being requested in this RFQ/P with particular emphasis on public school projects.

5. Professional Expertise

In narrative form, please explain and demonstrate that the Firm has the professional expertise and resources to be a full-service architect that can facilitate and oversee the planning, design, bidding (alternative delivery methods may be used), construction, closeout, and occupancy of the project, and work with the governing board on priorities, state and local agencies where necessary. Further, the Consultant will be responsible for completing any required site development and/or access compliance/fire life safety checklists for purposes of the pursuit of state grants with the Office of Public School Construction (OPSC). Please demonstrate:

- a) Recent experience in facility assessments, as needed, school design for modernization, school safety and/or other projects in California. Please describe the special strength your firm and team will bring to the project and how these strengths will set your firm apart from others.
- b) Ability of firm to meet short timelines with minimum plan errors or deficiencies. Explain your ability to get projects completed on time (timeliness of plans during design and administrative process during construction). What is your firm’s experience in design and construction scheduling?
- c) Ability to design within the project budget. What measures will the firm employ to adjust the design to come within budget, if necessary.

- d) Process for the review of shop drawings and submittals. What is your turnaround time for distribution and review of same? How do you handle substitutions?
- e) Accessibility to project(s). Will the location of the school be an obstacle or difficult for the team to visit, as necessary?
- f) Use of energy savings and value engineering in design. How have your designs reduced construction costs?
- g) Change Order/Construction Change Document Policy: How does your firm handle the change order process both with the Construction Manager and/or General Contractor and DSA? What method do you utilize to determine the validity and cost responsibility of a change order? What is your firm's change order history for similar projects on a percentage basis?
- h) Thoroughness by Firm in checking plans for errors and omissions/constructability reviews for design development and final construction drawings.
- i) Satisfaction of previous clients in the firm's capacity and commitment to provide services to clients.
- j) Experience working with governing board members and project planning committees consisting of district staff, faculty, students, community members, Program Managers, and/or Construction Managers. Please explain your Firm's communication, project planning, design and consultation process with the governing board and planning committee(s), if any---especially when there may not be a consensus on use of available funds---to further define project priorities to accomplish, as much as possible, the needs identified in a district's capital outlay plan.
- k) Experience in data, public address systems, communication systems, and other audio systems used in schools. How have your designs provided flexibility to meet changing technology needs without additional fees?
- l) Project architect's experience in successful and timely approval of Firms' projects through DSA, State Fire Marshall, and local agencies.
- m) Project architect's knowledge and ability to work with applicable state laws and regulations and experience in processing plans and documents with the state agencies (CDE, DSA, OPSC, etc.). The District has contracted with a state funding consultant whom will prepare the request for CDE's plan approval and prepare the application for state funding.
- n) Ability to assist District and District's funding consultant in preparation of state funding applications, most importantly the preparation of a site development cost worksheet for the repair or replacement of utilities to over fifty-year-old buildings, cost worksheet to itemize any DSA-required access compliance and fire/life safety work, and/or other cost estimates as required by OPSC.
- o) Communication - Ability to keep the District informed as to progress of work both during design and construction phases, including necessary changes during construction.
Describe other means of effective communication between your firm and the district.
- p) Quality Assurance: How does your firm ensure that the highest quality of materials and construction techniques are being employed during various phases of construction?
- q) Maintenance Costs: how have your designs reduced district short-term and long-term maintenance costs?
- r) Your experience with the different delivery methods i.e. Construction Management/Multiple Prime Construction, Design Bid Build, Lease-Leaseback, etc.
- s) Post Construction Follow-Up: What is the firm's role upon completion of construction? How, on previous school construction projects, have you handled punch list items and ensured that

items function properly? How will the firm assist the District in enforcement of contractor's guarantees and warranties? What will the firm do to ensure the project is formally closed with certification with DSA?

6. History of Complaints and Litigation

Complete Exhibit B to provide a history of the firm's complaints and litigation. Information provided may, at the sole discretion of the District, be deemed to indicate an unsatisfactory record of performance.

7. Insurance Claims History and Requirements

The architect shall describe the outcome of claims, if any, filed against architect's general liability, professional liability, or automobile liability insurance carriers during the past five (5) years. Identify the architect's insurance carriers' name and address and policy number(s) for General Liability and Professional Liability for the past five (5) years. The Firm(s) selected will be required to provide proof of insurance, to be defined in the agreement for services.

8. Fee Estimate Range and Terms

Consultant must submit a Fee Schedule as Exhibit C. Summarize your firm's fee structure based on the District's needs identified above. Include all costs that might be charged to the District in addition to the base compensation. Firms are encouraged but not required to be creative in their fee proposal by submitting a proposal that does not mirror the former fee schedule used by the Office of Public School Construction prior to the adoption of Senate Bill 50 in 1998 which created the School Facilities Program. A fixed fee, not-to-exceed fee, or another alternative fee may be negotiated with the successful Consultant, should they be selected to perform the work. The contract term will be for the duration of the project.

C. QUESTIONS

All questions, interpretations or clarifications, either administrative or technical must be requested in writing via email and directed to: Sunshine Bender, Chief Business Official at, sbender@tresd.org, and Marisol Estrada, Secretary, at mestrada@tresd.org.

D. SCHEDULE

The District anticipates the following time line for the process of selecting the firm, however, the District shall not be bound by these timelines:

Target Dates

- 1) Release of Request for Proposal: May 17, 2024
- 2) Last Day to Submit Questions (by email): August 9, 2024
- 3) Clarifications Issued by District (by email): August 12, 2024
- 4) Deadline for Receipt of Proposals: August 15, 2024, no later than 12:00 P.M.
- 5) Interview of Finalist(s), if held: Week of August 19, 2024
- 6) Selection of Firm(s): August 19, 2024
- 7) Contract Negotiations August 19, 2024 or after board award
- 8) Formal Board Award of Firm Selection(s): TBD

E. EVALUATION & ACCEPTANCE OF SOQ/P

Consultants are encouraged to follow the format of the RFQ/P in order to facilitate District review. The District reserves the right to reject any and all SOQ/P, to amend the RFQ/P and the process itself, or to discontinue the process at any time. All material submitted which has not been clearly designated as proprietary information becomes the property of the District and may be returned only at the District's option.

F. EVALUATION CRITERIA AND AWARD OF CONTRACT

The District will select one or more firms to be a part of a pool of architects and may select a firm to design a project from the SOQ/P based on the following criteria:

- Conformance of the submission to the specified format
- Organization, presentation, and content of the submission
- Performance on past projects
- Experience of the team in public school construction
- Experience and qualifications of proposed team members
- Experience in a variety of construction delivery methods
- Ability to provide a complete and accurate design, thus minimizing change orders and claims by the contractor for additional money and time
- Breadth of resources and capabilities
- Strength of client recommendations
- Experience and success with working, coordinating, and defining project priorities with governing board members and project planning committees consisting of district staff, faculty, students, community members, Program Managers, and/or Construction Managers to further define project priorities to accomplish, as much as possible, the needs identified in a district's capital outlay plan.
- Proposed methods and overall strategic plan to complete the project in a timely and competent manner within the District's identified budget and time constraints
- Reasonableness of proposed compensation for all architectural and engineering services for the entire project including any state-required estimates such as the site development worksheet, access compliance/fire life safety checklist, etc.

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/P submitted. The District will endeavor to negotiate a mutually agreeable professional services agreement with the selected firm. In the event that the District is unable to reach agreement, the District will proceed, at its sole discretion, to negotiate with a firm in the pool and selected by the District. The District reserves the right to contract for services in the manner that most benefits the District including awarding more than one contract if desired and to more than one firm.

Responses to the RFQ/P 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.

G. CONFIDENTIAL INFORMATION

It is understood that proposals made in response to the RFQ/P may contain technical, financial, or other data, the public disclosure of which would cause substantial injury to the architect's competitive position or that would constitute a trade secret. To protect this data from disclosure, the architect

should specifically identify the pages of the proposal that contain such information by properly marking the applicable pages and by inserting the following notice in the form of its proposal.

H. NOTICE

The data on pages of the proposal response identified by an asterisk (*) or marked along the margin with a vertical line, contain information, which are trade secrets, disclosure of which would cause substantial injury to the architect's competitive position. The architect requests that such data be used only for the evaluation of its proposal, but understands that disclosure will be limited to the extent that the District determines is proper under federal, state, and local law.

I. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful firm will become contractual obligations, except any negotiated fee. Failure of the successful firm to accept these obligations in a subsequent contractual agreement may result in cancellation of the award.

J. DISTRICT FACILITIES AND RESOURCES

The Firm will be required to use his/her own office and facilities. Use of District facilities such as desks, telephone, and conference space will not be available. The District will provide staff as necessary for coordination. The Firm will be required to be on site as necessary during the contract period as defined in the Owner Architect Agreement.

K. NON-APPROPRIATION OF FUNDS

Any contract resulting from this SOQ/P is subject to appropriation of funds (by the School District Governing Board) for each fiscal year of services listed herein.

L. ADDITIONAL SERVICES

The District may elect, at any time, to amend any contract awarded hereunder to require the selected Firm to provide additional services. In this case, the selected Firm and the District will agree mutually on the scope and fees associated with any additional services.

M. FINGERPRINTING

The Architect and its consultants shall comply with Education Code section 45125.1 which stipulates that none of its employees that come in contact with District pupils have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c). Consultant acknowledges that required fingerprinting and clearances shall occur prior to those employees performing work on the District campus wherein those employees would come in contact with pupils.

N. TOBACCO AND DRUG-FREE WORKPLACE POLICY

The District and all District projects are "tobacco" and "drug free" workplaces and, as such, require that all persons on District Property be subject to the requirements mandated by California Government Code section 8350, et seq. when on Project site.

O. NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, sexual orientation, gender or any other protected status in consideration for an award of contract.

P. INDEMNIFICATION

Any contract for architectural services the District may enter into following this RFQ/P shall include a clause obligating the Firm to indemnify and defend the District to the fullest extent of the law. Any such agreement also shall address the Architect’s responsibility for project delays and construction change orders to the extent such are caused by the Architect’s negligence, recklessness, or willful misconduct.

EXHIBIT A

Project Experience and References

Year(s) of Service:	i.e. 2014-2015 (from agreement and selection of firm to closeout of project)
Institution:	i.e. District
Contact Person and their Title:	i.e. John Smith, Director of Facilities
Contact’s Phone Number:	i.e. (530) 999-9999
Project Description:	i.e. Modernization project conducted at ABC Elementary including fire alarm, HVAC, and roofing replacement
Dollar Value of Project:	i.e. \$1,000,000.00
Duration of Design:	i.e. 9 months
Duration of Construction:	i.e. 12 months
Duration of DSA Closeout:	i.e. 6 months
Construction Delivery Method:	i.e. lease leaseback, design-bid-build, design-build

Year(s) of Service:	
Institution:	
Contact Person and their Title:	
Contact’s Phone Number:	
Project Description:	
Dollar Value of Project:	
Duration of Design:	
Duration of Construction:	

Duration of DSA Closeout:	
Construction Delivery Method:	

Year(s) of Service:	
Institution:	
Contact Person and their Title:	
Contact's Phone Number:	
Project Description:	
Dollar Value of Project:	
Duration of Design:	
Duration of Construction:	
Duration of DSA Closeout:	
Construction Delivery Method:	

Year(s) of Service:	
Institution:	
Contact Person and their Title:	
Contact's Phone Number:	
Project Description:	
Dollar Value of Project:	
Duration of Design:	
Duration of Construction:	

Duration of DSA Closeout:	
Construction Delivery Method:	

Year(s) of Service:	
Institution:	
Contact Person and their Title:	
Contact's Phone Number:	
Project Description:	
Dollar Value of Project:	
Duration of Design:	
Duration of Construction:	
Duration of DSA Closeout:	
Construction Delivery Method:	

EXHIBIT B
History of Complaints and Litigation

Please answer "yes" or "no" if the firm has been subject to any of the following statements in the last five (5) years. If any answer is yes, please describe in detail the circumstances and any other information important to share in the space below the chart. Add additional pages if necessary.

Statement	Yes or No
1. Termination or failure to complete a contract.	
2. Debarment by any municipal, county, state, federal, or local agency.	
3. Termination for default, litigation settled or judgments entered related to your firm, joint venture partners, or sub-consultants. State the nature of the complaint, the beginning and end date, or anticipated end date, of each lawsuit, case number of proceeding, and the (anticipated) judgement or resolution.	

4. Conviction of the firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, false claims, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or professional services performance.	
5. Knowing concealment of any deficiency in the performance of a prior contract.	
6. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.	
7. Willful disregard for applicable rules, laws or regulations.	
8. Filing of a petition for bankruptcy. Provide the date the petition was filed and identify the jurisdiction in which the petition was filed.	

Additional detail:

EXHIBIT D
Other Consultants Used by Proposer

Identify those businesses with which you intend to subconsultant, the work to be subconsulted, the percentage of work to be subconsulted, and the type of subconsultant, e.g., Small, Local, Emerging, Disabled Veteran or other/decline to state, as defined below.

Business Name	Work Scope	Percentage	Type of Subconsultant

Type of Subconsultant Definitions

Small Business: A Small Business is one whose gross sales are less than \$1 million annually. Local Business: A Business headquartered in Nevada County.

Emerging Business: An Emerging Business is one who has been business less than five years.

Disabled Veteran-Owned Business: A Disabled Veteran-Owned Business is one that has a current certification from a California public agency.

Other Businesses: A business, which does not meet any of the other definitions above, or for which the consultant or subconsultant declines to state its category.