

# Twin Ridges Elementary School District

16661 Old Mill Rd. • Nevada City, CA 95959 • (530) 265-9052

## SEPTEMBER 2024 REQUEST FOR QUALIFICATIONS

### Architectural Design Services

The Twin Ridges Elementary School District is seeking a Statement of Qualifications from qualified architectural services firms.

### Section 1 - General

#### 1.1 Background Information

In 2024 the community of Twin Ridges Elementary School District passed a GO bond and qualified for state facilities program funds; it has a need for new school facilities and the modernization of existing facilities. Total project construction costs are expected to be approximately \$4M.

1. Project Location
  - 1.1. Various sites within Twin Ridges Elementary School District, Nevada county CA.
2. Anticipated timeline
  - 2.1. Highly encouraged project orientation Oct. 1 2:30PM 16661 Old Mill Rd. Nevada City, CA 95959
  - 2.2. Last opportunity to submit questions Oct. 7 12:00PM
  - 2.3. RFQ Responses due Oct. 11 2:00PM
  - 2.4. Interviews (If required) Oct. 17 9AM
  - 2.5. Board Approval week of Oct 21

Location: *Electronically PDF only* addressed to:

Sunshine Bender  
Business Official  
Twin Ridges Elementary School District  
[sbender@tresd.org](mailto:sbender@tresd.org)

*Copied electronically to:*

Jordan Kohler  
Director of Facilities & School Safety  
Nevada County Superintendent of Schools  
[Jordankohler@nevco.org](mailto:Jordankohler@nevco.org)

## 1.4 Scope of Services

The District is seeking services of an architectural firm for the new construction and the modernization of existing facilities. In addition, perform such other functions normally within the scope of California school architectural services. Including participation in the state school facilities program and experience with constructing and fast tracking snow rated TK-8 classrooms with full approval by March 15, 2025

Section 2 - Response Format- *The District requests short and concise responses approximately 30 pages or less.*

### 2.1. Letter of Interest and Table of Contents

Provide a cover letter expressing interest not more than 2 pages and a Table of Contents

### 2.2. Firm Background and Resources

Provide general information about your firm, as applicable, including:

- a. Number of years in business
- b. Location of office from which work will be performed/dispatched
- c. Team members
- d. Professional credentials, licenses, etc.
- e. Necessary technical equipment
- f. Firm resources
- g. Four examples of relevant experience in the last five (5) years including:
  1. Project name/location
  2. Year completed/current status
  3. Client name (District name) and contact
  4. Contractor names and contact information
  5. Inspector of Record (IOR) names and contact information
- h. Identify any proposed consultants to be used on the project
- i. Provide a brief overview as to the proposed strategy and approach to the required needs for the various categories responding to
- j. Identify lead time requirements for scheduling of services and milestones
- k. Include any client references and/or letters of recommendation

### Section 3 - General Price List

Provide your firm's fee structure for architectural services for new construction and modernization. If there are to be charges for reimbursable expenses, please list all

charges to be considered reimbursable. Provide the hourly rates for your team.

#### Section 4 - Legal Issues

Respond to each of the following questions:

- Is there currently any pending legal action alleging violations of the law in California against the firm or any employee of the firm? If so, please describe such pending action.
- Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.
- Are there pending legal or disciplinary matters involving such actions against the firm by any State or Federal regulatory agency? If yes, describe. Include information about any criminal indictments or convictions against the firm.

#### Section 5 - Evaluation Criteria

- a. Qualifications – Firm experience and commensurate project history
- b. Team – Experience and availability of Team
- c. Approach – Approach to provide services in a timely and efficient manner
- d. Fees – Reasonable and competitive fee schedule

Based upon the information presented in the Statements of Qualifications (“SOQ”), the Selection Committee will choose the most highly-qualified firm(s). The selected Candidate(s) may then be requested to participate in an interview process. After the interviews, the Selection Committee will identify the firm or firms that can provide the greatest overall benefit for the scope of work. The Twin Ridges Elementary School District reserves the right to complete the selection process without proceeding to an interview process and may choose to select a firm based on the information supplied in the Statement of Qualifications.

#### Section 6 - DVBE Guidelines

DVBE guidelines, as established by the Office of Public School Construction, and/or information describing your procedures in seeking DVBE participation if/as relevant to the services provided under this RFQ, shall be part of this Statement of Qualifications.

#### Section 7 - Limitations

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

process.

This Request for Qualifications does not commit the Twin Ridges Elementary School District to award a contract or to reimburse the proposer for costs incurred in submitting this qualification. The Twin Ridges Elementary School District reserves the right to reject any or all proposals received as a result of this request, to negotiate with any proposer, to extend the submission deadline, or to amend or cancel in part or in its entirety this qualification.