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| <p style="text-align: center;"><b>REQUEST FOR QUALIFICATIONS<br/>ARCHITECTURAL SERVICES<br/>RFQ #02</b></p> |
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**NOTICE IS HEREBY GIVEN** that the Lodi Unified School District ("District") is requesting experienced and proven firms to submit their qualifications to provide full architectural planning, programming, and design services for the District's Capital Projects ("Projects").

Respondents to this RFQ should mail or deliver three (3) bound copies, one (1) unbound copy, and one (1) electronic copy on CD or flash drive of their Statement of Qualifications ("SOQ"), as further described herein, to:

**Vickie Brum, Planning Analyst  
Lodi Unified School District  
880 N Guild Ave, Lodi CA 95240**

**ALL RESPONSES ARE DUE BY 2:00 P.M., ON Friday, June 30, 2022.** Any SOQ received after that date and time will not be accepted and will be returned unopened.

**FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.**

Each submittal must conform and be responsive to the requirements set forth in this RFQ.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ please call or email Vickie Brum at (209) 331-7225 or [vbrum@lodiUSD.net](mailto:vbrum@lodiUSD.net) before 4:00 P.m. on Wednesday, June 22, 2022. Answers will be posted on the District website by 4:00 P.m. on Friday June 24, 2022.

## **I. INTRODUCTION**

The District serves approximately 27,400 K-12 students and operates over 50 school sites in the Central Valley of Northern California. The District will proceed with construction projects utilizing Measure U, Measure L, Routine Restricted Maintenance, and District Capital resources.

The District is asking experienced and proven firms to submit their qualifications to provide full architectural planning, programming, and design services for the District's Capital Projects. This RFQ defines the architectural services sought and generally outlines the Projects' requirements.

The District's goal in issuing this RFQ is to select a pool of experienced proven architectural firms that can provide planning, programming and design services. From there, the District intends to issue a request for proposals (RFP) in order to select one or more qualified firm(s) from that pool to provide said services to the District.

### **A. PROGRAM DESCRIPTION**

The District's capital projects will include:

- 1) repairing and upgrading aging schools District-wide; school safety and security upgrades; and technology and science modernization projects.
- 2) program infrastructure

Information regarding [the](#) District's capital projects may be found under the "Bond Measures" link at the top of all District Webpages. The District's homepage is <http://www.lodiUSD.net>.

### **B. LIMITATIONS**

The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ. The awarding of a contract, if at all, is at the sole discretion of the District.

The District reserves the right to reject any or all SOQs, to waive any irregularities or informalities not affected by law, to evaluate each SOQ submitted, and to award contracts, if any, according to the SOQ which best serves the interest of the District at a reasonable cost to the District. Any contract(s) resulting from this RFQ, however, will be made according to the form of the architectural services agreement attached to this RFQ as **Appendix "A"**.

The Respondent's SOQ package, and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

### **C. FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit SOQs in response to this RFQ, and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

### **D. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity responding to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract(s) with any member of the District's Board of Education ("Board"), selection committee members, or any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the entity submitting a SOQ.

### **E. POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION**

The District will maintain a pool of qualified architectural firm applicants. Requests for recertification may be sent every year. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District's sole discretion, as the District determines the need for additional services.

## **II. SCOPE OF SERVICES**

### **A. SUMMARY OF SCOPE OF SERVICES.**

The Scope of Services includes full architectural services through the design phase of the relevant Project(s). The Scope of Services shall also include preparation of a program/space allocation and Project(s) budget, and may also include full architectural services through one or more Projects construction phases. The Scope of Services shall also include preparation of Project(s) budget for the Project. The Project Architect will also meet, as needed, with District Facilities staff, neighborhood organizations, and upper level District administrators for programming guidance.

## **B. ARCHITECT QUALIFICATIONS**

The ideal Architect team will have the following characteristics:

- Have successful experience completing modernization, new construction, expansion, and renovation projects for California K-12 school districts on time within a tight timeline.
- Provide adequate staffing and resources to Project(s). Maintain key staff through the duration of Project(s).
- Have reasonable proximity to the City of Lodi in order to provide: (1) team working/review sessions during design; (2) ease of team coordination meetings; (3) minimal cost to attend District meetings; and (4) quick response to field issues.
- Have an established Quality Assurance/Quality Control program.
- Work collaboratively with District and District's Authorized Representative.
- Be flexible in nature, with positive, can-do attitudes. Be solution-oriented.
- Be organized, effective and efficient. Exercise professional prioritization skills. Work easily with modern amenities like scanners and email.
- Be proactive. Be prepared, working in advance of deadlines; consistently start California Division of State Architect ("DSA"), the Office of Public School Construction (OPSC), and local agency coordination early.
- Have successful experience with DSA and be comfortable working within the DSA processes, maintaining communication with the project team including carbon copying (via email) the project team on important events and/or delivery of documentation required by DSA.
- Be comfortable making in-field decisions, problem solving with engineers or experts via phone during critical times of construction.
- Be mindful and tenacious about maintaining project budgets and schedules, especially during construction. Make decisions that support District goals and objectives, relative to scope creep and especially contractor-initiated change orders.
- Articulately communicate potential issues early and often. Provide thoughtful recommendations where applicable.

## **C. SUMMARY OF RESPONSIBILITIES OF ARCHITECT**

The selected Architect team shall provide full architectural services through at least the design phases of the relevant Project(s) that meets the Project(s) budget and schedule, and may be requested to provide services through all subsequent phases. The Architect team shall carry out the responsibilities briefly delineated in the scope of services set forth below

and on the form of Agreement. Such services shall be performed consistent with the highest standard of care for professionals performing similar scopes of services.

The Architect team shall, as a minimum, undertake the following responsibilities for the design phases, and may be selected to provide services for subsequent phases, and any additional responsibilities reasonably necessary and customarily provided by an architectural services team conducting business in San Joaquin County:

**1. Pre-Design and Start-Up Services**

- Collect and analyze data necessary to perform pre-design services; meet as necessary with the District's Senior Director of Operations, the District's Associate Superintendent of Business Services/Chief Business Officer, and staff, neighborhood organizations, or upper level District administrators for programming guidance.
- Develop an architectural program; perform pre-design investigations to establish appropriate guidelines around which and within which the Project(s) is to be designed; identify design issues; review all pertinent data including DSA codes, surveys, site maps, geotechnical reports, etc.
- Coordinate with the District to review and develop District specifications. Develop, review, and reconcile the construction cost budget within the parameters of the construction budget.

**2. Schematic Design Phase, Design Development Phase, and Development of Construction Documents**

- Review and validate existing conditions at the proposed site as well as as-built documentation of the relevant existing facilities, and utilize these in the preparation of the design documents.
- Develop alternative programming design concepts as appropriate, and prepare programming design documents including cost estimate and basis of design.
- Develop and finalize the chosen schematic design, including cost estimate and basis of design, and identify milestone activities and dates.
- Prepare outline specifications of proposed architectural, structural, mechanical, and electrical materials, systems, and equipment and their criteria and quality standards.
- Revise the construction cost budget for the Project(s), subject to specified conditions including schematic estimates, design development estimates, and escalation.
- Basic design phase services may include the following disciplines: Civil, Structural, Architectural (including landscaping and hardware

specialist), Mechanical–HVAC, Plumbing, Electrical, Fire Protection, Telecommunications (voice, video and data), Security, Food Service, Acoustical, Independent Cost Estimator, and all other upper-division disciplines necessary for a complete facility.

- The Architect shall consult with the District’s licensed surveyor as required for topographic and civil surveys.
- From accepted deliverables, prepare design development and construction document design from all professional disciplines necessary to deliver the Project(s), including without limitation: complete site plans, scaled floor plans, structural drawings, elevations, mechanical load calculations, mechanical equipment and electrical fixture locations and schedules, refined utility, landscaping and access improvements; identify all fixed equipment to be installed in Project(s).
- Coordinate efforts with CCEQA consultant(s), legal, and other District-hired consultants. Provide supporting documentation required for CEQA process.
- Submit design documents to District, DSA, and other government entities and/or utility providers as required for plan checks and approvals.
- Assist the District in Bid Phase by preparing addenda and other documents as required; review and assist District with construction bid contracts and documents.
- Participate in estimating, scheduling, constructability review, value engineering, and planned maintenance meetings.
- Participate in community meetings, such as, town hall, discussions, Board presentations, etc., as necessary.

### **3. Construction Administration and Close-out Phase**

- Work closely with the District’s Senior Director of Operations and staff throughout the construction phase. Provide construction administration support through submittal review, response to contractor request for information, review the work for conformance to quality standards and assist with construction completion and acceptance.
- Without additional compensation, correct or revise any errors or omissions in Architect’s studies, reports, projections, master plans, design, drawings, specifications, and other services for District review.
- Review contractor-submitted change orders. Review Lease/Lease-Back entity pricing.

- Prepare record drawings from contractor as-built documents. Provide PDF drawings of as-built drawings as part of closeout.
- Review contractor submitted closeout documents.
- Assist the District with the preparation of all required agency and governmental close out documentation.
- Obtain, prepare, coordinate and submit documents as required for DSA review and final certification of projects.

#### **4. Meetings**

- Throughout each Project, a series of meetings in each phase of the Project shall be required and Architect shall attend, take part in, and, when indicated, conduct such meetings. The number of meetings will be specific to each Project and delineated in the form of Agreement.

### **III. REQUIREMENTS FOR SUBMITTAL OF QUALIFICATIONS**

#### **A. FORMAT REQUIREMENTS**

Firms submitting SOQs in response to this RFQ must follow the format below. Material must be in 8-1/2 x 11 inch format, font size 12 point or larger, not to exceed 50 pages. Each SOQ shall include a Front Cover stating the following: "Statement of Qualifications for [FIRM NAME] in Response to Lodi Unified School District's RFQ #\_\_\_\_\_."

Each SOQ shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. the first tab would be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.) Total submittal length shall not exceed 50 pages including resumes and samples of work.

**Provide Three (3) bound copies, One (1) unbound copy, and One (1) electronic copy of the Statement of Qualifications.**

The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:

- No divider sheets or tab.
- Any pages with proprietary information removed.
- A cover sheet listing the firm's name, the total number of pages, and identifying any pages that were removed due to proprietary information.

The electronic copy will only be accepted via flash drive or CD in the following programs:  
**Microsoft Office Suite or PDF.**

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

## **B. SOQ CONTENT REQUIREMENTS**

### **1. TAB 1 - COVER LETTER** (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the firm. If the architectural services firm is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- **Must include the following statement:**  
***"[INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] received a copy of the District's form of Architectural Services Agreement ("Agreement") attached as Appendix "A" to the RFQ. [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has no objections to the use of the Agreement."***

**OR**

***"[INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] received a copy of the District's form of Architectural Services Agreement ("Agreement") attached as Appendix "A" to the RFQ. [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT ARCHITECTURAL SERVICES COMPANY'S NAME] has no objections to the use of the Agreement other than as specifically identified as follows: [INSERT SPECIFIC OBJECTIONS AND/OR PROPOSED CHANGES]."***

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.

## **2. TAB 2 – BUSINESS INFORMATION**

Please provide the following information:

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support.)
- Location of office where the bulk of services solicited will be performed.
- Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.
- How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.
- Provide similar information for proposed sub-consultants.
- How sub-consultants will be utilized on the Project(s) and to what extent work will be performed in-house.

## **3. TAB 3 – PROJECT APPROACH AND FIRM QUALIFICATIONS**

- Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District's goal of moving projects into construction within the earliest possible timeframe.

- A brief written summary of the firm's philosophy related to the planning and design of the Project(s).
- Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of school facility modernization projects.
- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
- Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and CHPS in the context of similar facilities.
- Describe your experience with pre-checked designs, giving specific project details.
- Describe your experience with lease/lease-back projects.
- How does your firm approach modernization projects versus new construction projects?
- Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a K-12 school district.
- Describe your experience with DSA and working within the DSA processes.
- Describe your experience with the Project Commissioning process.
- Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.

#### 4. **TAB 4 – RELEVANT K-12 PROJECT EXPERIENCE AND REFERENCES**

- a. Provide information about prior services/designs prepared by your firm in the last ten (10) years on **a minimum** of five (5) K-12 educational projects. Include **the last five** (5) K-12 educational projects your firm has designed that have been completed, including whether projects were closed out with DSA successfully.

For each project, include the following information:

- Briefly state the significance of each relevant project your firm has worked on that you would like to be considered

in this RFQ. Briefly explain how you believe the particular project is relevant to the District's needs.

- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction.
- Identify DSA close-out status for the **last** five (5) completed K-12 educational projects.
- Provide a list of the following for each project noted above:
  - project name, type, program, and location
  - beginning and end dates of project (including design and construction)
  - square footage
  - date of each project Notice of Completion and DSA final certification
  - number of RFI's and Change Orders of each project
  - original budget, bid amount & final amount at close-out
  - key individuals of the firm involved and their roles in the project
  - any sub-consultants that worked with the firm
  - References: district name with name of contact person, title, telephone number, and email address to be contacted for a reference

- b. Identify any and all K-12 educational projects that have not been closed-out by DSA and provide explanation.

## **5. TAB 5 – Architect Team summary and qualifications**

The selected architectural services company shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for architectural services as described herein.

- Identify and provide resumes for key members within your architectural firm that you would assign to the Architect team and their roles. Include, at a minimum: Principal-in-Charge; Architect(s); Project Engineer(s); and Construction Administrator. List license numbers, dates, and office addresses. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers.
- Identify roles and qualifications of sub-consultants, if any. Note: firm(s) selected for inclusion in the District's pool of architects will be required

to demonstrate long term relationships with any sub-consultants and submit resumes and recent project experience where the sub-consultant is utilized as part of any response to any subsequent Request for Qualifications for the Project(s).

- Each response must include evidence that the architectural services company is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.
- The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

#### **6. TAB 6 – LITIGATION HISTORY**

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A SOQ failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

#### **7. TAB 7 – PROPOSAL AND FEE SCHEDULE**

The District requires each respondent to provide a proposal of services, including a fee proposal for the same, and a fee schedule identifying hourly rates by position. For the fee proposal, please identify the proposed fee for design services and fees for subsequent phases separately.

For the fee proposal, identify any proposed reimbursables by category (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, other as identified by proposing entity) and rate. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. All reimbursables will require receipts to be provided to the District.

### **IV. SELECTION CRITERIA**

#### **A. EVALUATION**

The SOQ will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ, including, without limitation:

- The firm's experience and performance history with similar services for California K-12 school districts, including:
  - Successful experience with DSA, modernization and new construction projects, and completion of projects on time, including demonstrated ability to complete Project(s) in a tight time-frame.

- Project Architect's experience in successful and timely approval of firm's projects through all state and local regulatory agencies.
  - Ability to assist with preparing and/or modifying Education Specifications as required by the State agencies and the District's design committee.
  - Experience in planning, design, and administering the construction of public school renovation and repair projects.
  - Experience administering construction change orders.
  - Use of energy savings and value engineering in design.
  - Knowledge of state laws and regulations, the American with Disabilities Act, and other governmental requirements for K-12 school districts.
  - Experience in data communication systems used in schools.
  - Experience with construction cost reduction measures such as, but not limited to, re-use of design plans and construction design.
  - Experience with pre-checked designs.
  - Experience with the Building Commissioning Process.
- Experience, results, professional and technical expertise of proposed personnel.
  - Acceptable and verifiable references from clients contacted by the District, including:
    - Firm's reputation;
    - Satisfaction of previous clients (client relationships);
    - Timeliness of work and ability of the firm to meet schedules; and
    - Accuracy of cost estimates.
  - Overall responsiveness of the SOQ.
  - Location of office and accessibility to the District.
  - Proposal, including proposed fee and fee schedule.

A Selection Committee will evaluate all submissions. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether respondents are responsive, responsible, and qualified. Based upon the information presented in the SOQs, the District's Selection Committee will choose the most highly qualified firms to be interviewed and then potentially selected. At the Selection Committee's discretion, firms may be requested to arrange a tour of a representative facility which they have been responsible for.

## **B. DISTRICT INVESTIGATIONS**

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

**V. RFQ RESPONSE SCHEDULE SUMMARY:**

The District reserves the right to change the dates on the schedule without prior notice.

| <b>Date</b>                     | <b>Event</b>                                      |
|---------------------------------|---|
| June 15, 2022                   | Release and advertisement of RFQ                  |
| June 22, 2022 4:00 P.M.         | Deadline for submitting written questions         |
| June 24, 2022, 4:00 P.M.        | Deadline for District answering written questions |
| <b>June 30, 2022, 2:00 P.M.</b> | <b>Deadline for Submitting SOQs</b>               |
| July 7, 2022                    | Release Short-Listed firms selected               |
| Week of July 11, 2022           | Interview of Qualified/Short-Listed Firms         |
| July 18, 2022                   | Notification to selected firms                    |

**WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!**