



**PITTSBURG UNIFIED SCHOOL
DISTRICT**

**2000 RAILROAD AVENUE
PITTSBURG, CA 94565**

**REQUEST FOR
QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES**

JUNE 24, 2014

**REQUEST FOR QUALIFICATIONS (RFQ)
SELECTION OF ARCHITECT(S) TO PROVIDE
ARCHITECTURAL/ENGINEERING SERVICES
FOR THE DISTRICT OFFICE
PITTSBURG UNIFIED SCHOOL DISTRICT**

The Pittsburg Unified School District (the District or PUSD) is seeking Statement of Qualifications (SOQ) from qualified architectural firms to provide architectural and engineering services related to the development, planning, and construction of **the District Office. It is the intent of the District to approve an architect that will be used to complete the District Office.**

Qualified firms are invited to submit an original plus two (2) copies of said proposal that meet the requirements described herein no later than **2:00 p.m. on Friday, July 11, 2014**, to the following address:

Mr. Enrique E Palacios

Deputy Superintendent
Pittsburg Unified School District
2000 Railroad Avenue
Pittsburg, CA 94565

This Request for Qualifications does not commit the Pittsburg Unified School District to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any SOQ or to cancel, in part or in its entirety, this Request for Qualifications. The District further reserves the right to accept the proposal(s) that it considers to be in the best interest of the District.
Thank you for your interest in working with our District.

RFQ Architectural Services
Enrique E Palacios
Deputy Superintendent
PITTSBURG UNIFIED SCHOOL DISTRICT
2000 Railroad Avenue, Pittsburg, CA 94565
(925) 473-2302
epalacios@pittsburg.k12.ca.us

INSTRUCTIONS FOR SUBMITTAL OF SOQ'S

I. GENERAL INSTRUCTIONS

A. Submittal of Statement of Qualifications (SOQ's)

SOQ's should be reviewed for accuracy before submission to the District since said document may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any SOQ. The District reserves the right to reject any and all SOQ's, or to waive any irregularities, or informalities in the SOQ's.

B. Signatures

All SOQ's must include a signature of an authorized officer of the firm submitting the SOQ. A signature form has been included with this document.

C. Disqualified SOQ's

Any SOQ received after **2:00 p.m. on Friday, July 11, 2014**, shall be refused and returned to the firm unopened.

D. Withdrawal of SOQ's

Firms may withdraw their SOQ, either personally or by written request, at any time prior to **2:00 p.m. on Friday, July 11, 2014**. Any request to withdraw a SOQ is effective only if received by the District before **2:00 p.m. on Friday, July 11, 2014**, at the following location:
Office of the Deputy Superintendent
Pittsburg Unified School District
2000 Railroad Avenue
Pittsburg, CA 94565

E. Copies of SOQ's

Each firm submitting a SOQ must include the original plus **two (2) copies** of the original.

F. Contacts

In order to control information disseminated regarding this RFQ, firms interested in submitting SOQ's are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the individual listed below:

Mr. Enrique E Palacios, Superintendent

Pittsburg Unified School District
2000 Railroad Avenue
Pittsburg, CA 94574

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G. Rights of the District

The District reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of **an SOQ submitted in response to this RFQ.**

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II. PURPOSE OF REQUEST FOR QUALIFICATIONS

A. Selection of Architectural Firms

It is the intent of the administration to recommend to the Board of Trustees an architectural firm for specific project appointment for **the PUSD District Office.**

III. DESCRIPTION OF PROJECTS

A. PUSD District Office

The District will make the assignment of an architect for the PUSD District Office at this time. The selected firm will be expected to develop, plan, design, and administer construction. The method of construction will be determined jointly between the District and Architectural Firm. The Architect will be expected to work with the Project Manager during both the design and construction phases of the project. Any firms selected will be expected to assist the District in obtaining available State funds through the OPSC/SAB, if available.

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IV. CONTENTS OF STATEMENTS OF QUALIFICATIONS

A. General

In order for SOQ's to be considered, said SOQ must be clear, concise, complete, well organized, and demonstrate both respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits, is what is important in the SOQ.

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Respondents shall submit one (1) unbound original plus two (2) copies of the SOQ in 12-point font and, with the exception of the unbound original, all copies shall be spiral bound into books of approximately 8 ½" x 11" format, not to exceed twenty (20) pages.

All respondents shall follow the order and format specified below. Each section of the SOQ shall be tabbed to correspond to the numbers/headers shown below:

B. Submittal Letter

The cover letter shall be brief (one page maximum). Include the SOQ's title and submittal due date, the name, address, fax number and telephone number of the responding firm (or firms if there is a joint venture or association). If the firm is proposing to co-respond with another principal firm, the cover letter must specify the type of services to be provided by each firm and the proposed percentage allocated to that phase or function for the co-respondent.

C. Table of Contents

Include complete and clear listings of headings and pages to allow easy reference to key information.

D. DVBE Requirements

Describe the firm's DVBE contract capabilities and your ability to meet any State requirement related to DVBE.

E. Description of Firm

What is the dollar value of school projects done by the firm in the past calendar year (January, 2013 to December, 2013). Please list new school and modernization projects done over the past two years. What is the overall scope of work anticipated by your firm in the next year? In the next two years?

F. Project Team

Please list the Architect(s) in your firm that would be involved in the design, bidding or construction phases of either new or renovation projects at existing school and district operation sites. Please list the consultants and engineers used by the firm in the following areas:

- a. Structural
- b. Mechanical
- c. Civil
- d. Electrical
- e. Technology
- f. Low Voltage
- g. Landscaping

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h. Commercial Development

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G. Knowledge of State Funding for School Construction

The SOQ shall include the background, experience, and success of your firm regarding commercial and/or district office buildings, and commercial developments.

H. Experience in Working with State and City Agencies

Describe the experience of key personnel who will be assigned to District projects in working with and receiving approval from State Agencies including but not limited to the California Department of Education, the Division of State Architect and the Department of Toxic Substance Control; and City planning, redevelopment, and zoning.

I. Experience with Education Specification Development

The SOQ shall include a description of the experience of key personnel in working with District staff in the development of educational specifications especially on construction projects.

J. Management of Workload

Describe the ability of your firm to complete projects assigned to your firm taking into consideration your current workload. Further, identify the size and number of capital projects your firm would be capable of handling simultaneously without the District experiencing any delays in the completion of project plans and specifications.

K. Architect's Agreement and Fees

Attached is the Agreement for Architectural Services. The District anticipates that the construction costs for the Pittsburg District Office project will be \$5,500,000 as of June 1, 2014; the District intends to pay the Architect a fixed fee of up to \$358,000 for Basic Services. Should the District request change orders at its discretion and not because of errors or omissions, the District will pay Architect on an hourly basis. Please include an hourly fee schedule for any architectural services related to change orders that may be made at the District's discretion.

L. Design Process – New Construction of Pittsburg District Office

Please describe the design process proposed by your firm for a commercial office building:

- How would the architect coordinate the work by the various consulting engineers/consultants?
- How would your firm go about securing the various agency approvals?
- How would your firm provide quality assurance in the plans and specifications?
- Describe your firm's experience in working with a construction/project manager in the design and pre-construction phases of a project.

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M. Construction and Occupancy

Please describe the desired working relationship in the field with a construction/project manager or general contractor during construction.

- What is your experience in working with and multi-prime contractors?
- Describe how change orders can be minimized during construction.

N. References and Description of Experience

This section shall identify similar projects that the firm has completed as outlined in section III, Description of Projects. Indicate the areas of expertise you have previously provided and how the firm's expertise will enable the District to benefit from that expertise. Include the names and sizes of the districts with the names and contact numbers of individuals familiar with your work that can be contacted by District staff.

O. High Performance Incentive Grants (HPIG)

Please describe the process you will use to determine HPIG grant possibilities in a modernization or new construction project.

V. SELECTION PROCESS

The process that will be used by the District in selecting architectural firms to perform services as outlined in this Request for Proposals will be as follows:

A. Selection Committee

The District Deputy Superintendent will appoint a Selection Committee composed of the following membership:

1. District Project Manager
2. District Project Inspector
3. Chief Business Official

B. Initial Screening

A subcommittee of the Selection Committee will review proposals submitted by architectural firms and select those firms that will be invited to participate in oral interviews.

Target Date: July 15, 2014

C. Oral Interviews

The Selection Committee will interview each of the architectural firms recommended from the initial screening. The final architectural firm selected by the Committee will be recommended to the Board of Trustees.

D. Board of Trustees

The Board of Trustees will make the final selection of architectural firms on July 23, 2014. District Administration will be authorized to enter into agreements for this project on a date to be determined.

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VI. SELECTION CRITERIA

Architectural firms submitting proposals are advised that all proposals will be evaluated to determine the "best" firms that will be able to meet the needs of the District. The selection criteria will include, but not be limited to, the items listed below:

- a) Ability to communicate with District personnel regarding the design of facilities to support the District's programs. (10 points)
- b) Experience and expertise of the firm and its consulting engineers/consultants, especially related to commercial office projects. (15 points)
- c) Capable personnel to manage the project in the office and supervise construction in the field. (15 points)
- d) Past record of meeting time schedules and budgets for comparable projects, accuracy of plans and minimum amount for change orders. (10 points)
- e) Completeness and quality of the proposal. (10 points)
- f) Recommendations and/or visits to completed projects. (10 points)
- g) A local office for the firm with the ability to fully staff the project without travel costs or delays. (5 points)
- h) Oral interview. (15 points)
- i) Proposed hourly fee schedule for change orders or additional services as required and described above. (5 points)
- j) Implementation of District's Architectural Services Agreement. (5 points)

PROPOSAL FORM

The Pittsburg Unified School District will select the successful Architectural firm and said firm shall be expected to enter into the District's Architectural Services Agreement within a to be determined date following notification of this project.

Written proposals will be received in the Office of the Deputy Superintendent, Pittsburg Unified School District, 2000 Railroad Avenue, Pittsburg, California 94565, by no later than 2:00 p.m. on Friday, July 11, 2014.

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OFFER TO ENTER INTO AGREEMENT

The undersigned hereby proposes to enter into an agreement with the Pittsburg Unified School District and furnish services as outlined in the request for qualifications subject to the terms and conditions contained herein.

Name and Address of Firm Signature of Authorized Officer or Employee of Firm

Name Signature

Address Title

City and State Date

Telephone Number

Fax Number

Email Address

URL

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