

REQUEST FOR

REQUEST FOR QUALIFICATIONS (RFQ)

FOR ARCHITECTURAL SERVICES

April 1, 2019

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I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

The St. HOPE Public Schools' is seeking Request for Qualifications (RFQ) from qualified architectural firms for development of a pool of consultants to provide professional services related to the implementation of new construction and modernization project as well as deferred maintenance projects.

The provisions of Public Contract Code Sections 101 15 et seq. as defined in the State Allocation Board regulation 1862.12.5(g) for implementation of Disabled Veteran Business Enterprise Goals shall apply to projects in this program.

Four (4) bound copies of the RFQ should be submitted in 8-1/2" x 11" portrait format with any supporting materials or documentation in a sealed envelope and delivered or mailed to:

Mail Proposals to: St. HOPE Public Schools c/o Ton Saeliew 2315 34th Street, Sacramento, California 95817 RFQ inquiries: ton@sthope.org or Ben Rodriguez 310 462 5939
ATTN: REQUEST FOR QUALIFICATIONS – ARCHITECTURAL SERVICES

All participating architectural firms must have an established working business address under their name for at least two years in the State of California.

Applicants shall submit proposals by 2:00 p.m., April 17, 2019.

Late submittals will not be considered.

1. Methodology of Contracting for Architectural Services and Basis of Fees

ST. HOPE PUBLIC SCHOOLS's will determine project assignment for the selected firms. Being selected to the pool does not commit ST. HOPE PUBLIC SCHOOLS's to contracting with any given consultant or guarantee work will be assigned. The selected pool of firms will be retained by ST. HOPE PUBLIC SCHOOLS for a period of three years which may be renewed for an additional 2-years at the discretion of ST. HOPE PUBLIC SCHOOLS's. The architectural firm selected will be the Architect-of-Record for their designated projects.

Consultant Fees shall be generally based on the firm's standard billing rate as submitted in the proposal and shall be negotiated, and then integrated into a fixed fee for the determined scope of work.

2. Insurance Requirements

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, the following insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your RFQ. The following insurance policies are required in order for your firm to qualify for participation in these projects:

- Worker's Compensation Insurance (\$1 million)
- General Liability Insurance (\$3 million/per occurrence)
- Automobile Insurance (\$1 million/per occurrence)
- Professional Liability Insurance (\$4 million per occurrence and \$8 million aggregate)

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for two (2) years beyond the date of the individual project completion.

Prior to issuance of a Notice to Proceed, each firm must provide the ST. HOPE PUBLIC SCHOOLS's with original "wet signature" certificate(s) of insurance that includes the following:

A. The St. HOPE Public Schools, their Trustees, Officers, employees and agents, and the Sacramento City Unified School District, its Board of Trustees, the members of its Board of Trustees, officers, employees and agents shall be named as additional insured parties on General Liability, Professional Liability Insurance and Automobile policies. Endorsements must be submitted with the certificate(s);

B. Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide written notice to the certificate holder a minimum of 30 days prior to said cancellation.

3. Description of Projects and Scope of Work

State Bond Funds, are the sources of funds for the school projects. These projects will include Americans with Disabilities Act (ADA)/Access compliance, health, safety and building and site infrastructure improvements, modular construction, public access and potential right of way improvements, and coordination with Sacramento City Unified School St. HOPE Public Schools the Division of the State Architect's office, PGE, SMUD, CDE, DTSC and City and County of Sacramento for project approval.

The scope of each contract will be specific for the site and project which include elements that improve ADA access such as ramps, walkways, or toilet rooms; implementation of school modernizations or new construction, modular construction, sustainable and net zero design projects, etc.

Deliverables will include: Project Schedule (if applicable and in MS Project), cost estimates at SD, DD, and CD phases, coordination with modular manufacture and their consultants, and drawings and specifications at SD, DD, and CD phases, both in hard copy and electronic format. For drawings - AutoCAD 2016 or higher version. During project closeout, the architect and contractor are expected to submit construction as-built drawings. Modular building construction will be used on these projects. In addition, all documents submitted will also be required to be in PDF format.

Deliverables will also include construction oversight services including but not limited to reviews of contractor submittals for compliance with design intent.

ST. HOPE PUBLIC SCHOOLS's will directly engage and hold all modular building contracts.

4. ST. HOPE PUBLIC SCHOOLS's Responsibilities

Any hazardous material ("hazmat") related work or mitigation thereof will be the sole responsibility of the ST. HOPE PUBLIC SCHOOLS's. The architect will coordinate with the documents provided by the ST. HOPE PUBLIC SCHOOLS's hazmat consultant and include the same into a complete construction documents package. Architect shall make changes to its own set of documents as needed to develop the finish schedules.

The ST. HOPE PUBLIC SCHOOLS's will be responsible for coordinating the bidding phase, including advertisement, printing and distribution of bid documents.

The ST. HOPE PUBLIC SCHOOLS's will be responsible for coordinating the administration of the construction contracts, including provisions of inspectors, special testing engineers, geotechnical engineers, environmental analysts and archaeologists if required, construction management firms and specialty consultants.

ST. HOPE PUBLIC SCHOOLS's will provide topographic surveys and geotechnical reports as required. As noted above, the architect will work with the ST. HOPE PUBLIC SCHOOLS's to determine the scope of services required from these ST. HOPE PUBLIC SCHOOLS's consultants for each project.

ST. HOPE PUBLIC SCHOOLS's will directly engage and hold all modular building contracts.

II. ST. HOPE PUBLIC SCHOOLS's - PROCESS FOR CONSULTANT SELECTION

ST. HOPE PUBLIC SCHOOLS's wishes to create a pool of architectural firms from which it can assign specific projects. All RFQ's will be scored through a preliminary screening process that will include Part III below and the option of contacting references via telephone. Those firms who qualify through the preliminary screening process may be invited to participate in the final screening process, which will include an oral interview. Specific information regarding the interview will be provided upon notification of the firm completing the preliminary screening process.

The St. HOPE Public Schools will accept written questions and comments from prospective consultants for a period of five business days commencing on April 3, 2019 through April 17, 2019 close at 2 p.m. Such inquiries shall be forwarded to the ST. HOPE PUBLIC SCHOOLS's via email: ton@Sthope.org. Addendum cutoff date is April 15, 2019 items will be posted no later than April 15, 2019.

ST. HOPE PUBLIC SCHOOLS's reserves the right to make a selection anytime during the selection process in the event that the ST. HOPE PUBLIC SCHOOLS's can readily make a clear determination and selection from the proposals received.

III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

Please provide the following information in the order given below. Responses to the RFQ will be carefully evaluated for completeness and assigned evaluation points based on the information provided with a maximum score of 100 points the following categories:

1. Introductory/Cover Letter (maximum length: 2 pages – 2 points). Please provide information regarding the size of your firm, and include any sub- consultants or subcontractors, if applicable, that you intend to include in your project team.

2. Professional Qualifications and Experience, Project Approach (maximum length: 18 pages – 35 points)

- a) The full name and address of the firm or team. Confirm that the office is within the State of California.
- b) Name, email address and phone number of a designated contact person.
- c) A brief description of the firm including a description of typical services to clients of the firm.
- d) Describe the firm's professional qualifications and experience, in order to clearly demonstrate your ability to successfully furnish the services described in this Request for Qualifications. Projects undertaken by the staff members during their tenure with another firm elsewhere can be included.

3. Discuss your firm's understanding of the services required for these projects (New construction, including modular building construction, renovation and modernization) and provide an outline or description that clearly demonstrates:

- Your project team's approach to completing the necessary field work, and design tasks in order to meet a project's Scope of Work requirements on schedule. Discuss your understanding of and approach to addressing DSA requirements.
- List of representative projects undertaken in the last ten years. Include project title, description of services provided, completed project construction cost, project duration, owner contacts and telephone numbers. Do not include any ST. HOPE PUBLIC SCHOOLS or Sacramento City Unified School St. HOPE Public Schools projects that your firm may have been involved with currently or in the past. The ST. HOPE PUBLIC SCHOOLS's may or may not contact those listed on the reference list.
- Your approach to quality assurance and your process for quality control and drawing coordination.
- Your firm's approach to documenting existing conditions for projects;
- Your firm's approach to design budget and project budget per contract, management and mitigating/controlling change orders during construction.

4. Project Team Staffing (maximum length: 4 pages not including resumes – 20 points) Please provide the names and brief resumes of the principal-in-charge, the assigned project manager and/or other key staff members who will comprise the core of your firm's project team. Identify the number of licensed professionals on your staff. In addition, identify any proposed sub-consultants who would be participating in the projects; include their brief resumes. Include an organization chart depicting your approach to staffing and consultant management for an assigned project.

Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service.

5. Billing Rate Schedule and Insurance (maximum length: 2 pages – 5 points) Please provide the billing rates for the staff presented - include the principal-in-charge, the assigned project manager, and/or key staff members and sub-consultants, who will comprise the core of your firm's Project Team. Billing rate schedules will be used as basis for selection. These rates shall be locked-in for the first three years during the duration of the firm's contract with ST. HOPE PUBLIC SCHOOLS.

6. Project Team Experience (maximum length: 6 pages – 38 points) Please discuss your Project Team's experience over the last ten years. In a table or spreadsheet format, please include a list of relevant completed projects, indicating completion dates, and client contact person(s).

a) New Construction and Modernization Experience (listing only work performed as under the firm submitting the proposal)

b) American with Disabilities Act (ADA) Experience

c) Division of the State Architect (DSA) Experience/Interactions

d) California Geological Survey (CGS) Experience

e) Sustainability (CHPS/LEED) and Net Zero Design Experience

f) Office of Public School Construction/California Department of Education (OPSC/CDE) Experience, City and County's, etc.

g) Disabled Veteran Business Enterprise (DVBE). Use State of California forms for DVBE experience or describe how your firm will encourage DVBE participation in these projects. NOTE: The State DVBE goals must be met completely. In order to obtain any points under this category, your firm must demonstrate how it plans to achieve full 100% compliance with these DVBE goals.

IV. RFQ SCHEDULE (Subject to adjustment)

- Advertise RFQ April 3, 2019 thru April 9, 2019
- Period of written clarifications and inquiries: April 3, 2019 thru April 15, 2019
- Addendum, if any: April 15, 2019
- All proposals must be submitted no later than 2 p.m., April 17, 2019
- Interviews, if required, April 19, 2019
- ST. HOPE PUBLIC SCHOOLS Board Approval of Pool Selection: April, 2019
- Selection List Posted on Website April 30, 2019, estimated.
- The St. HOPE Public Schools reserves the right to withdraw this RFQ at any time.

NOTES - ST. HOPE PUBLIC SCHOOLS's reserves the right, at its sole discretion, to modify RFQ requirements, and/or cancel interviews if selection can be made based upon written proposals received, cancel the selection process, amend the schedule, or select two or more "pools" of firms.

RFQ applicants will be notified of any changes to this schedule.

Firms responding to this RFQ shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.