



**PACIFICA SCHOOL DISTRICT  
FACILITIES  
2018 MEASURE O BOND PROGRAM  
REQUEST FOR QUALIFICATIONS (RFQ)**

**ARCHITECTURAL SERVICES**

**October 2020**

**Board of Trustees**

Elizabeth Bredall ★ Lynda Brocchini ★ Kai Doggett ★ Jesse Levin ★ Laverne Villalobos



**Pacifica School District**  
375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044  
(650) 738-6600 ★ (650) 557-9672 (fax)  
*Preparing Students for an Evolving World*  
[www.pacificasd.org](http://www.pacificasd.org)

**District Administration**  
Heather Olsen, Ed.D.  
Superintendent  
Julie Carrillo  
Director,  
Special Education, and Pupil  
Services  
Will Lucey  
Executive Director,  
Educational Support Services  
Alexis O'Flaherty  
Director,  
Human Resources  
Josephine Peterson  
Chief Business Official

## **ANNOUNCEMENT**

### **REQUEST FOR QUALIFICATION NOTICE PSD MEASURE O BOND PROGRAM**

### **ARCHITECTURAL SERVICES**

The Pacifica School District (PSD) is accepting Statements of Qualifications (SOQ) for Architectural services from qualified Architectural Firms. PSD intends to create a pool of Architectural Firms from which it can assign specific capital improvement projects from the 2018 Measure O bond program.

Proposals must be submitted to the District no later than: **2:00 pm, on Tue, Dec 15th.**

This Request for Qualifications (RFQ) seeks firms with the following types of experience:

- Strong public-school experience in construction and modernization of Early Education, Elementary and Middle schools.
- The firm's ability to provide design excellence without cost increase.
- Experienced in achieving timely DSA approval and DSA closeout.
- Experienced in developing construction plans for occupied facilities.
- Successful construction administration services.
- Proven track records in meeting project budget and schedule.
- Experience in modernizing older (>50 yrs. old) school facilities

RFQ packages is also be available on the District's website on Oct 21, 2020.

The RFQ package will provide a detailed description of the information required for the SOQ submission. Any addenda issued will be via email to registered firms.

PACIFICA SCHOOL DISTRICT,  
STATE OF CALIFORNIA

BY: Sisi Meng, Bond Project Manager  
DATED: Oct 21st, 2020

### **Board of Trustees**

Elizabeth Bredall ★ Lynda Brocchini ★ Kai Doggett ★ Jesse Levin ★ Laverne Villalobos

---

**TABLE OF CONTENTS****Part 1. Introduction to RFQ Submittal Process**

1. Overview
2. Registration
3. Questions
4. Description of Projects
5. Projects Timeline
6. Methodology of Contracting for Architectural Services and Basis of Fees
7. RFQ Content Special Requirements
8. Insurance Requirements

**Part 2. Description of Services and Responsibilities**

1. Description of Architectural Scope of Services for Architects
2. District Responsibilities

**Part 3. District Process for Consultant's Selection**

1. Process
2. Selection
3. Property
4. Indemnification

**Part 4. Contents of Proposals and Evaluation Criteria**

1. Executive Summary
2. General Professional Qualifications and Experience
3. Professional Knowledge and Experience
4. Project Team Staffing and Team Experience
5. Firms Billing Rate Schedule and Name of Insurance Companies
6. Confidential Information

**Part 5. RFQ Schedule and Final Notes**

1. RFQ Schedule
2. Final Notes

**Attachment:**

- Attachment A – Sample Project Team Matrix
- Attachment B – Evaluation Score Sheet
- Attachment C – Proposed Project Architect Evaluation Form
- Attachment D – Final Score Sheet

**PART 1**  
**INTRODUCTION TO RFQ SUBMITTAL PROCESS**

The Pacifica School District (PSD) Measure O Bond Program is seeking Statements of Qualifications (SOQ) from qualified Architectural Firms with an established primary business location within a 100-mile radius of the city limits of Pacifica, CA, to provide architectural services for the PSD Bond Program.

**1) Overview**

1) Proposal Format.

- Six (6) left bound copies in 8-1/2" x 11" portrait format
- Use font size not less than 11 pt. with standard margins.
- Max. length of SOQ - 35 pages, organized by tabbed sections. The page count excludes tabs, resumes, billing schedules and references.
- Digital file of proposal, in PDF format, on USB flash drive

2) In a separate sealed envelope provide Firm's statement of financial resources and Firm's statement of claims. Mark the envelope **CONFIDENTIAL**.

Mail to:

Sisi Meng, Bond Project Manager  
375 Reina Del Mar Ave, Pacifica, CA 94044

2) **Registration:** Firms who are interested in submitting an RFQ shall register with the District, by **Thursday, Nov 19<sup>th</sup>**. Addenda and notifications will only be emailed to the registered firms. Send email to Sisi Meng, bond project manager, [smeng@pacificasd.org](mailto:smeng@pacificasd.org), indicating which email shall be used for correspondence. Receiving a response indicates that registration is complete.

3) **Questions:** The District will accept written questions and comments from prospective firms by **Tue, Dec 1st**. Answers and any addenda will be emailed all at once to all registered firms before **Friday, Dec 4th**.

All written questions or comments must be via email and directed to:

Sisi Meng, Bond Project Manager, 650.738-6686, [smeng@pacificasd.org](mailto:smeng@pacificasd.org)

Firms are directed to not contact any other person with inquiries regarding this RFQ.

**ALL SOQs DUE NO LATER THAN**  
**2:00 PM ON Tue, Dec 15th, 2020**  
**LATE SUBMITTALS WILL NOT BE CONSIDERED**

**4) Description of Projects**

The requested services will be funded through Measure O Bond. The District may also elect to submit applications for State funding to supplement Measure O Bond funds. The PSD Bond work may consist of:

- Modernization of existing PSD facilities
- New School facilities
- Information Technology (IT) upgrades

The improvement projects are based on board approved master plan available for view below:

<https://www.pacificasd.org/files/user/23/file/Facilities%20Master%20Plan.pdf>

Major projects include:

1. Cabrillo School (K-8) New Gym: 620 people assembly, with access stair and elevator to upper field.
2. Vallemar School (K-8) C wing Classroom Enlargement, New breakout room, new kiln addition.
3. Sunset Ridge Elementary School Kitchen Enlargement.
4. Ortega Sports Field Improvements.
5. Ocean Shore Elementary School New modular band room, and modular classroom addition.
6. Ingrid B Lacy Middle School new lunch shelter.

The major projects may be grouped as one project with small miscellaneous projects for the same site listed in the master plan.

## **5) Projects Timeline**

The District anticipates initial design work for Cabrillo new gym and Vallemar Classroom enlargement to commence in April 2021. All bond projects shall be completed/ constructed by August 2025. This includes time required for DSA close-out.

## **6) Methodology of Contracting for Architectural Services and Basis of Fees**

- 1) The District will determine final project assignments for the Architectural Firms and contracts will be awarded upon project assignments and negotiated fees. Architectural Firms selected will be the Architects of Record (AOR) for their designated projects.
- 2) It is the intent of the District to negotiate and determine a "fixed fee" contract for professional services based on the final determination of scope of professional services to be performed and the schedule and delivery of services.
- 3) Our Contract will specify that all plans, including, but not limited to, record drawings, specifications, and estimates prepared by the architect or structural engineer shall become the property of the district. The contract will also specify terms and conditions for reuse within the district of any plans prepared by the architect or structural engineer.

## **7) RFQ Content Special Requirements**

- 1) Firms shall submit on the merits of their own individual firm qualifications and experiences. Collaborations or pairings of 2 or more architectural firms is not allowed.
- 2) Firms are required to submit as examples of work only those projects that were performed directly by the submitting firm and not by staff members while working for other architectural or engineering firms.
- 3) Each of the ten (10) work examples must list the name of the project architect, and if applicable, the name of the lead project designer, who directly worked on the project. If the firm has multiple offices, the office location of where the work is produced must be listed with the employee's name. Work examples shall not include work produced in a branch office out of the 100 miles radius from the District.
- 4) The submitted work examples must include a minimum of three (3) work example produced by the project architect or lead project designer while serving that role, who the firm propose for our District's projects.
- 5) The submitted work shall not include examples of work by the project architects and lead designers who are no longer with the firm.

- 6) The District's general experience is that while the overall quality of work of the firm is important, the capability of the individuals who will be performing the work really determines the actual outcome.
- 7) RFQ shall include the resumes of the proposed project teams for our District including consultants. Reassignment of the key project team members not included in the RFQ will be subject to District re-examination and approval at that time and will not guarantee award of contract. Key project team members include project director, project architects, lead designers, lead consulting engineer.

The project architect must be licensed in the State of California. The firm's licensed principal shall not count as the licensed architect, unless the principal himself will be the actual hands on project lead.

The resume shall list the most recent four (4) constructed public school projects the staff served as the project architect or lead project designer. Each project shall include project references that include the contact names and numbers of the following: School District's project manager, Construction Manager if any, DSA Inspector, GC's superintendent. Please also provide the start and finish date of the project and the project's DSA numbers.

For firms that will use a separate staff for Construction Administration, such role and personnel shall be indicated in the proposal's organizational chart. The employee's resume shall be included and shall include the most recent three (3) completed public school projects valued more than 3 million, with the employee serving as the Construction Administration phase project architect. Each project shall include project references that include contact names and numbers of the following: District project manager, Construction Manager if any, DSA Inspector, GC's superintendent. Please also provide the start date of construction.

The District will use the form in Attachment C to evaluate the proposed project architect.

- 8) Once a contract is awarded based on the approved project team and the project has started, reassigning of project's consultants team and key staff, ie, project architect and/or lead project designer if any, is not permitted, unless the employee voluntarily leaves the firm. This does not apply to if the District puts a project on hold over an unreasonable period of time. If a contract is awarded but work has not started, reassignment of project's key personnel is subject to revaluation and may result in contract cancelation if the new personnel fails to pass the District's examination. When reassignment is required, the District shall approve any proposed replacement personnel prior to such replacement personnel performing any services.

## **8) Insurance Requirements**

- 1) Each architectural 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 SOQ. The following insurance policies are required in order for your firm/joint venture to qualify for participation in these projects:
  - A. Worker's Compensation Insurance in compliance with California law.
  - B. Commercial Comprehensive General Liability Insurance (\$2 million per occurrence).
  - C. Commercial Automobile Insurance for company owned vehicles that will be used for the PSD projects (\$1 million per occurrence).
  - D. Professional Liability Insurance (\$2 million per claim limit, and subject to no more than \$25,000 per claim deductible).
  - E. Employment Practices Liability (\$1 million per occurrence).
  - F. Pollution Legal Liability Insurance (\$1 million per claim limit, \$2 million aggregate limit, and subject to no more than \$25,000 per claim deductible)
- 2) If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for five (5) years beyond the date of the individual project completion.

- 3) Prior to issuance of a Notice to Proceed, each firm must provide the District with either the original wet signature certificate(s) of insurance or pdf scan that includes the following:
- The Pacifica School District, its Board, Officers, and employees shall be named as additional insured parties on General Liability and Automobile policies, endorsements must be submitted with the certificate(s).
  - Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide will mail 30 days written notice to the certificate holder.

End of Part 1

---

**Part 2**  
**DESCRIPTION OF SERVICES AND RESPONSIBILITIES**

**1. Description of Architectural Scope of Services for Architects:**

1) Project Programming and Assessment Phase

- A. Meet with District Representatives, such as but not limited to the, District Project Manager, and school site staff to review specific facility and program needs at a particular school.
- B. Meet with various District departments including but not limited to: Buildings and Grounds, Department of Technology, Student Nutrition Services, and Library Services.
- C. Review Scope of Work requirements at each school. Prepare and document an assessment of accessibility, fire/life safety, structural, building envelope and overall building condition. Thoroughly document existing conditions and issues, both in the facilities and site, at a particular school, including photos of the project and notated plans.
- D. Provide the proposed scope of work and associated estimate for the cost of the work.
- E. Provide the project assessment package including initial schematic level drawings as needed to develop an accurate budget / estimate.
- F. Meet with the District PM and Bond Management team to align proposed budget and scope of work with the District assumed scope and budget. Arrive at a final scope and budget approved by the District in order to proceed.

2) Design Phases

- A. Develop scope of work for surveys and geotechnical work as required; PSD is to provide actual survey and geotechnical work per scopes of work developed by Architectural Firm.
- B. Prepare design phase documents (SD, DD, 75%CD, 100% CD) for submittal and review.
- C. The CD design package submitted to DSA shall be a fully coordinated and complete set of contract documents.
- D. Provide cost estimates at Schematic Design, Design Development and 100% CD, and participate in scope to budget reconciliation process with District bond project manager.
- E. Participate in review of design documents with the School District, school site staff, local Fire Marshall, DSA and representatives of other State or Local agencies as needed, and prepare meeting minutes.
- F. Determine the available swing space at each school and develop a phasing plan in coordination with the District Project Manager.
- G. Where applicable develop an interim housing plan and associated documents and obtain DSA approval for the plan.
- H. Coordinate District-provided drawings and reports as required. This includes, but is not limited to, seismic studies, surveys, topographical maps, geotechnical and geohazard reports, and energy audits.
- I. Incorporate hazmat mitigation documents provided by District's consultant into the final document set to be approved by DSA.



- J. Prepare final set of plans and specifications for bidding.
- K. Participate in bidding and bid review and analysis, which will include preparing addenda and obtaining DSA approval of addenda.
- L. Prepare preliminary color/material/fenestration boards of all applicable exterior and interior materials for review by District Representatives at the end of the schematic design phase. Prepare final color/material/fenestration boards during the design development phase based upon Bond Management Team feedback.

### 3) Construction Phase

- A. Assist in construction administration activities, including review of submittals, attendance at weekly on-site meetings, implementation of current DSA-required procedures, responses to requests for information (RFI's), review of contractor payment requests and change orders, and conducting meetings.
  - B. Participate in project close-out tasks, which will include the preparation of punch lists, the review of warranties and guarantees, and the review and approval of final contractor payments.
  - C. Assist owner hired commissioning agent in clarifying project specifications and performance requirements.
  - D. Final DSA Close-out.
  - E. Preparation and review of as build drawings and electronic files.
  - F. Architects and architects' consultants will provide a conformed pdf record set, including drawings and specifications, with contents of all issued addenda, Construction Change Directives (CCDs), and Architects' supplemental Instructions (ASIs) incorporated. If an answer given in RFI affects the content of specification or drawings, such updated contents shall also be included in the record set specifications and drawings. The set shall be labeled "End of Construction Record Set" and dated. The drawings shall contain proper reference. Manual pasting either by hand or via pdf of an individual drawing onto an existing sheet without clear reference is not allowed. The drawing shall not contain any clouds.
  - G. Architects and consultants will provide CAD files for the above end of construction record drawing set. Details sheets are not required.
- 4) The architect will submit geotechnical report and if required geo hazard report to CGS for approval. The architect will coordinate CGS comments with owner's geotechnical engineers and provide subsequent resubmittals for approval as required.
  - 5) The architect will prepare and submit documentations required for California Department of Education (CDE) for approval. The documents include but not may not be limited to drawings, specifications, and Education Specifications. The architect will address CDE comments and obtain CDE approval.
  - 6) The architect will assist King Consulting, hire by the District, in OPSC funding applications. Duties may include answer project related questions, providing pdf drawings and specs.

## 2. District Responsibilities

- 1) Any hazardous material ("hazmat") related work or mitigation thereof will be the sole responsibility of the District. The architect will coordinate the documents provided by the District's hazmat consultant into a complete bid package including the finish schedules.

- 2) The District will be responsible for coordinating the bidding and construction procurement process, including advertisement and distribution of bid documents.
- 3) The District will be responsible for coordinating the administration of all contracts.
- 4) The District will provide site topographic surveys and geotechnical reports as required. As noted above, the architect will work with the District to determine the scope of services required for each project.
- 5) The District will be responsible for arrangements for community outreach and engagement.
- 6) The District shall provide Design Guidelines and Standards.
- 7) The District shall be responsible for preparation of State Grant funding applications OPSC/SAB. The architect's teams shall assist as required.

End of Part 2

**Part 3**  
**DISTRICT PROCESS FOR CONSULTANT SELECTION**

1. **Process:** The District wishes to create a pool of Architectural Firms from which it can assign specific projects. All SOQs will be scored through a screening process which will include Part 4 as well as contacting of references. Firms will be scored in Attachment B. Those firms who qualified through RFQ screening process will be put on a short list, and get evaluated in Attachment C and D. Firms on the short list may also be invited to participate in the final selection process, which may consist of an interview and presentation. Specific information regarding the interview will be provided after the initial screening process is complete. Only the firms on the short list will be notified.
2. **Selection:** The District reserves the right to make a selection anytime during the selection process if the District can readily make a clear determination and selection from the proposals without conducting an oral interview.

The District reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any SOQ as non-responsive, and not to contract with any firm for the Services described herein. 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 any response to this RFQ. The District reserves the right to seek SOQs from or to contract with any firm not participating in this process.

3. **Property:** Excluding Confidential Information provided under Part 4, section 6, responses to this RFQ will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the firm agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.
4. **Indemnification:** Pursuant to Public Contract Code section 20103.6, any agreement with an Architect shall include the following indemnity provision:

Article 10. "To the fullest extent permitted by California law and in accordance with California Civil Code section 2782.8, Architect shall indemnify, protect, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees and members ("Indemnified Parties") from any and all actions, assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities (legal, administrative or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, attorney's and consultants' fees and causes of action to property or persons, including personal injury and/or death ("Claim(s)"), to the extent that the Claim(s) arises out of, pertains to, or relates to the negligent errors or omissions (active or passive, ordinary or gross), recklessness (ordinary or gross), or willful misconduct of Architect, its directors, officials, officers, employees, contractors, subcontractors, consultants, sub-consultants or agents arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement. This indemnity excludes Architect's liability as to the active or sole negligence or willful misconduct of the District.

End of Part 3

**Part 4**  
**CONTENTS OF PROPOSALS AND EVALUATION CRITERIA**

Please provide the following information, in the order of the five sections given below, as well as the order of each component of each section. Each of the five sections shall be tabbed. Proposals will be carefully reviewed and assigned evaluation points based on the information provided with a maximum score of 160 points (see Attachment B – sample score sheet). All information requested must be provided, including sections which do not carry points. Failure to provide all information requested shall be deemed non-responsive. The five categories of the SOQ are:

**Proposal Content****Points****1 Executive Summary (total 2 pages max not including reference page)****20**

1) A brief description of the firm, including full name and address, the size of your firm, typical work of the firm and the percentage of the public school work in the firm's entire portfolio. Include any sub consultants that you propose to include as part of your architectural project team. Provide name, email and phone number of a designated contact person. (1 page max)	(2)
2) Why shall we hire you? What do you feel is the biggest strength of your firm? (1 page max)	(6)
3) Provide 4 school district client references of the firm within the last 5 years. This list should include clients for whom your firm has provided similar architectural/design work where the construction contract value of at least 2 of the 4 projects more than \$7 million no more than 2 stories in height.  The client references shall be for projects produced in a branch office within 100 miles radius of Pacifica.  Please provide the clients' names, addresses, email and telephone numbers and a brief description of each project, with a clear focus on public schools, and bond work. In addition, please include the original budget and the final cost to complete the project.	(12)

**2 General Professional Qualifications and Experience (total 15 pages max)****41**

1) Describe the Firm's qualifications and DSA projects experience. (1 page max)	(4)
2) Describe the proposed consultant's professional qualifications and DSA projects experience. State the percentage of the DSA projects in the consultant firm's entire portfolio. (2-page max) <ul style="list-style-type: none"> <li>a. Structural Engineer</li> <li>b. Mechanical Engineer</li> <li>c. Electrical Engineer</li> <li>d. Information Technology (IT) Engineer</li> <li>e. Civil Engineer</li> <li>f. Fire Protection Engineer</li> <li>g. Landscape Architect</li> <li>h. Cost Estimator</li> </ul>	(4)
4) Agency Experience. Please discuss your firm's experience over the last five (5) years with any or all the following: ( ½ page max)	(7)
▪ DSA	[3]
▪ CGS	[1]
▪ OPSC	[1]
▪ CDE	[1]

	▪ DTSC	[0]
	▪ CEQA	[0]
	▪ CHPS-LEED	[1]
5)	DVBE / Diversity: Please describe how your firm will encourage DVBE and diversity participation. ( ½ page max)	(1)
6)	Firm's Current Work Commitments. Specify the current and projected workload of Firm and describe Firm's ability to complete the Services as required herein. (no points possible) ( ½ page max)	(0)
7)	Conflicts of Interest: If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work, the project, or the District that may have a potential to conflict with firm's ability to provide the services described herein to the District. Firms cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in the projects to which the Firm may provide services. The Firm selected to provide the services and any subsidiary, parent, holding company or affiliate of the selected firm, may not perform any construction work or submit a bid for the Project. ( ½ page max)	(0)
8)	<p>Provide ten (10) most recent representative projects for which your Firm has been the Architect of Record and have been completed (constructed). Please note that a project team matrix regarding these 10 projects is required under section 4. (10-page max)</p> <p>The samples must include a minimum of one (1) new multi-purpose or gym building, two (2) addition, one (1) modernization, (1) sports field. The samples that are desired but not required are (1) modular building (gen 7 or design-build modular type) and (1) lunch shelter. Three (3) of the Ten (10) projects must be delivered by the proposed project architect and lead designer if any, intended for our District's projects.</p> <p>The samples shall not include work produced by a branch office outside of 100 miles radius of Pacifica.</p> <p>Each project may use up to one full page and should contain the following information:</p> <p>A. Name of project, DSA number, and project scope, including square footage of the building area in scope.</p> <p>B. Project start date and Construction Completion date.</p> <p>C. Final construction cost, and change orders as a percentage of total construction cost.</p> <p>D. Brief description of services provided by the firm.</p> <p>E. Name of client including email and phone.</p> <p>F. Project Architect name and lead project designer name if any.</p> <p>G. Name, email, and phone number of Construction Manager, GC superintendent, DSA inspector of the (3) project delivered by the proposed project architect, if this info is not included elsewhere in the SOQ. (Not part of page count)</p>	(25)

**3 Professional Knowledge and Experience (total 14 pages max)****44**

1)	Describe what your project team will do in assisting the District in establishing or adjusting the project budget.	(2)
2)	Describe what your project team will do in balancing the project scope and quality with budget. Describe your team's approach in not exceeding the project budget.	(2)
3)	Describe what your project team will do in maintaining the project schedule during the design phases.	(2)

4) Provide one example of a past project what your team did in accelerating DSA review.	(2)
5) Describe your teams' approach in managing your engineering consultants' work and ensuring all disciplines are well coordinated.	(2)
6) Describe teams' approach for quality assurance and your process for design document quality control;	(2)
7) Describe your teams' approach in controlling change orders and requests for additional services during construction.	(2)
8) Describe your project team's approach in ensuring client-issued design and quality standards are met.	(2)
9) Describe your project team's approach with modernization projects regarding existing building systems and existing conditions.	(2)
10) Describe your project team's approach in assessing existing utilities – if electricity, gas, water, sewer, storm drain, fire hydrant, existing fire flow - will impact or serve the proposed new building or addition appropriately.	(2)
11) Give an example of what your project team did in a modernization project, how you have managed possible unknown existing conditions to prevent change orders – describe a unique challenges of modernization of educational facilities, citing specific issues and solutions.	(2)
12) Describe what your project team will do when a contractor submits a change order add, and when a contractor submit a change order credit.	(2)
13) Describe what items DSA require to show compliance or upgrades regarding accessibility for any building alteration work.	(2)
14) Describe what your project team will do in assessing if a building addition or alteration will require rehabilitation of the entire building. Describe what are the building items you will look at in determining if rehabilitation will be required.	(2)
15) Describe what your project team will do in ensuring meeting DSA code compliance requirement in the design phase and prevent building systems redesign and project delay.	(2)
16) Describe the architect's involvement regarding a building's risk category.	(2)
17) Describe the appropriate timing to submit geotechnical report for CGS review and how CGS review might impact the project design.	(2)
18) Describe the architect's involvement in reviewing contractor's structural steel shop drawings.	(2)
19) Describe your DSA close out strategies and your record in closing out projects within three months of final completion. Specifically identify any DSA jobs your Firm has with DSA that are still open and explain why. In addition, list any jobs in the last five years that took more than three months to close out and explain why.	(2)
20) What will your firm do in the following situation: due to DSA plan check comments, not as a result of project scope change initiated by the owner, the amount of work required from you and your consultants to obtain DSA approval are more than what you and your consultants thought and exceeded your fee.	(2)
21) Describe sustainability experience for K-12 schools.	(1)
22) Information Technology (IT): Discuss your experience with design of IT systems for school modernization projects and specifically your Firm's past work with the IT consultant on your team.	(1)
23) Project Information Continuity: What is your approach to continuity of project knowledge and staff from project inception to project close out? In particular, address how your approach provides support during the construction phase of work.	(2)

**4 Project Team Staffing and Team Experience (total 4 pages max excluding resumes)****45**

1) Please provide an organization chart of your team members proposed for the District projects. Include both architect team and engineering consultant team members and the managerial relationship of these individuals to each other. ( 2 pages max)	(5)
---	-----

This chart shall show the day to day project team(s) and not firm principals, unless the firm principal(s) will act as the day to day project architect or lead designer on the project.		
2)	<p>Provide resumes of all team members proposed for our District. Resumes should not exceed one-page per team member and include project experience relevant to the District's noted projects.</p> <p>The project architect must be licensed in the State of California. The firm's licensed principal shall not count as the licensed architect, unless the principal himself will be the actual hands on project lead.</p> <p>The resumes of the project architect, and lead project designer if any, shall list the most recent four (4) constructed public school projects the staff served as the project architect or lead project designer. Please provide contact names, emails, and phone numbers of the following for each project: District project manager, Construction Manager if any, DSA Inspector, GC's superintendent. Please also provide the start and completion date of the project and the project's DSA numbers.</p> <p>For firms who will use a different staff for Construction Administration for our District, such role shall be included in the organization chart. The CA phase employee's resume shall include the most recent 4 constructed public-school projects for which the staff served as the Construction Administration phase project architect. Provide contact names and numbers of the following for each project: District project manager, Construction Manager, DSA Inspector, GC's superintendent. Please include the start and completion date.</p> <p>The project architect(s) will be evaluated according to Attachment C for the short listed firms.</p>	(20)
3)	Project Team Matrix ( 2 pages max)	(20)
	<p>A. Please prepare a matrix for the Ten (10) representative projects submitted in Section 2. Please show projects along the X (horizontal) axis and the proposed team members along the Y (vertical) axis. Mark those projects with a check if the proposed team member worked on the project. If the team member did not work on the project, leave blank. A sample matrix is included in Attachment A.</p>	[15]
	<p>B. In addition to the team matrix showing past experience of the team(s) working together on the ten projects in your proposal, you may include an additional list or matrix of other relevant completed projects, worked on by the proposed team members in the last 5 years. For these projects, indicate DSA number, completion dates, project value, and client contact information.</p>	[5]

**5 Firm's Billing Rate Schedule and Name of Insurance Companies:****10**

1)	Please provide the billing rates for the staff presented.	(10)
2)	Provide the firms typical fee structure based on construction cost above a million.	
3)	Additional Costs. Identify any additional fees, costs, expenses, or reimbursable fees for which Firm would be seeking compensation.	
4)	Provide the name of your insurance carrier.	

**6 Confidential Information:****0**

In a separate sealed envelope, provide with your SOQ, one (1) copy of:

- 1) A statement of the Firm's financial resources. Include a certification of correctness of the Firm's statement of financial resources. This shall include a full set of financial statements from your most recent complete fiscal

year accompanied by either an audit or review report prepared by an independent Certified Public Accountant. Compiled or internally prepared financial statements will not be accepted.

- 2) A complete listing of the formal (written) claims presented to the Firm, joint venture partners, outside consultants and/or subcontractors in the past five years. Include:
  - a. The name of the claimant.
  - b. A brief description of the claim.
  - c. The dollar value of the claim.
  - d. Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate "resolution pending".
  - e. End the list with statement: "Under penalty of disbarment I certify this list to be complete and accurate." Have the statement dated and signed by a company principal or senior representative. In the case that the firm, joint venture partners, outside consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past five years submit the statement "Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past five years." Have this statement signed and dated by a company principal or senior representative.
- 3) A statement of ALL claim(s) filed against the Firm in the past five (5) years. Briefly indicate the nature of the claim and the resolution, if any, of the claim(s).

**TOTAL POINTS POSSIBLE: 160 points**

End of Part 4



**Part 5**  
**RFQ SCHEDULE AND FINAL NOTES**

**1. RFQ SCHEDULE** (Subject to adjustment)

The Pacifica School District reserves the right to withdrawal this RFQ at any time. Proposers shall not be reimbursed for any costs associated with the preparation of proposals to this RFQ.

- Advertise RFQ.....Oct 21, 2020
- RFQ Registration by .....Nov 19th, 2020
- RFQ conference..... Not Required
- Written Questions Accepted by.....Dec 1st, 2020
- Response to Written Questions, Addenda issued by.....Dec 4th, 2020
- SOQ (Statement of Qualifications) Due no later than.....Dec 15th, 2020 at 2:00 P.M.
- Shortlist Notification.....Jan, 2021
- Interviews.....Feb 2021
- Results Announced.....Mar 2021
- PSD Board Approval.....April 2021

**2. Final Notes.**

The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, and/or amend the schedule.

This RFQ is not a formal request for bids or an offer by the District to contract with any Firm responding to this solicitation. Inclusion in the AOR pool and any award of a contract will be subject to District Board approval.

**END OF REQUEST FOR QUALIFICATIONS**

**Attachment A – Sample Project Team Matrix**

List the names of proposed team members from Part 4, Section 4. Provide a check if the individual worked on the project.	Projects presented in Part 4, Section 2									
	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9	Project 10
<b>Principal</b>	X	X	X		X		X	X	X	
<b>Project Architect - licensed</b>	X		X	X						
<b>Lead Designer</b>	X		X	X						X
<b>Job Captain</b>	X		X	X						X
<b>Lead Structural Engineer</b>		X								
<b>Lead Mechanical Engineer</b>		X								
<b>Lead Electrical Engineer</b>		X								
<b>Lead Civil Engineer</b>			X							
<b>Lead Fire Protection Engineer</b>		X								
<b>Lead Landscape Architect</b>		X								
<b>Lead Cost Estimator</b>		X								

**For any additional Projects Team Matrix, please include the following information in the additional team matrix. Below is an example:**

**Project 11:** Project Name, DSA number, location, value, client name and contact

**Project 12:** Project Name, DSA number, location, value, client name and contact

**Project 13:** Project Name, DSA number, location, value, client name and contact

**Project 14:** Project Name, DSA number, location, value, client name and contact

**Project 15:** Project Name, DSA number, location, value, client name and contact

## Attachment B – Evaluation Score Sheet

Evaluation Category		Max pages	Max Points	Actual Points
<b>1</b>	<b>Executive Summary</b>	<b>2</b>	<b>20</b>	
	1) Firm summary	(1)	(2)	
	2) Why shall we hire you	(1)	(6)	
	3) 4 school district client references		(12)	
<b>2</b>	<b>General Professional Qualifications and Experience</b>	<b>15</b>	<b>41</b>	
	1) Firm's qualifications and experience.	(1)	(4)	
	2) Consultant's qualifications and experience	(2)	(4)	
	3) Agency Experience	(1/2)	(7)	
	4) DVBE	(1/2)	(1)	
	5) Firm's Current Work Commitments	(1/2)	(0)	
	6) Conflicts of Interest	(1/2)	(0)	
	7) Ten (10) representative projects	(10)	(25)	
<b>3</b>	<b>Professional Knowledge and Experience</b>	<b>14</b>	<b>44</b>	
	1) project budget.		(2)	
	2) project scope, quality, and budget		(2)	
	3) project schedule		(2)	
	4) accelerate DSA review		(2)	
	5) managing consultants' work		(2)	
	6) quality control		(2)	
	7) change orders and additional services during construction		(2)	
	8) client-issued standards		(2)	
	9) alteration projects and existing conditions.		(2)	
	10) existing utilities assessment		(2)	
	11) unknown existing conditions		(2)	
	12) change order		(2)	
	13) accessibility for building alteration work.		(2)	
	14) rehabilitation		(2)	
	15) DSA code compliance		(2)	
	16) risk category		(2)	
	17) CGS review		(2)	
	18) Structural shop drawings		(2)	
	19) DSA close out		(2)	
	20) Unexpected work		(2)	
	21) sustainability		(1)	
	22) Information Technology		(1)	
	23) Project Information Continuity		(2)	
<b>4</b>	<b>Project Team Staffing and Team Experience</b>	<b>4</b>	<b>45</b>	
	1) Organization chart	2	(25)	
	2) Team Resume		(20)	
	3) Project Team Matrix	2	(20)	
<b>5</b>	<b>Firm's Billing Rate Schedule and Name of Insurance Companies:</b>		<b>10</b>	
<b>Total</b>		<b>35</b>	<b>160</b>	

**Attachment C – Proposed Project Architect Evaluation Form**

This sample form will be used by the District for reference checking of the proposed project teams to evaluate the short listed 8 firms. The reference will be asked to rate the project architect from 1 to 10, 10 being the best. If the total average score is less than 56, or if a single score is less than 6 given by 2 or more reference in two or more projects the firm will not be selected regardless of the total evaluation score in Attachment B.

**Firm Name** \_\_\_\_\_

**Project Architect Name** \_\_\_\_\_

	<b>Project 1</b> Project Name:				<b>Project 2</b> Project Name:				<b>Project 3</b> Project Name:				<b>Project 4</b> Project Name:			
	Owner PM	CM	GC	IOR	Owner PM	CM	GC	IOR	Owner PM	CM	GC	IOR	Owner PM	CM	GC	IOR
<b>Responsiveness</b>																
<b>Deliverable turn around Time /Work Speed</b>																
<b>Ability to meet deadlines</b>																
<b>Accuracy and completeness of information provided</b>																
<b>Communication Clarity</b>																
<b>Ability to work well with you</b>																
<b>Dependability</b>																
<b>Do you recommend the staff to others</b>																
<b>Max Points</b>	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80	80
<b>Total Average Points</b>																

Evaluation Result      ☐ Acceptable      ☐ Not Acceptable

**Attachment D – Final Score Sheet**

This sample form will be used by the District to evaluate the short listed firms.

	<b>Firm 1 Name</b>	<b>Firm 2 Name</b>	<b>Firm 7 Name</b>	<b>Firm 4 Name</b>	<b>Firm 5 Name</b>	<b>Firm 6 Name</b>	<b>Firm 7 Name</b>	<b>Firm 8 Name</b>
<b>Attachment B Points</b>								
<b>Attachment C Points</b>								
<b>Total Points</b>								
Total Max Points	240	240	240	240	240	240	240	240