

STOCKTON UNIFIED SCHOOL DISTRICT

RFQ # 23.006

**REQUEST FOR STATEMENT OF QUALIFICATIONS
ARCHITECTURAL SERVICES**

DUE DATE: APRIL 21, 2023, 3:00 P.M.

PREPARED BY:

STOCKTON UNIFIED SCHOOL DISTRICT
56 South Lincoln Street
Stockton, CA 95203

PURCHASING DEPARTMENT

Stockton Unified School District

56 South Lincoln Street
Stockton, CA 95203

REQUEST FOR STATEMENT OF QUALIFICATIONS ARCHITECTURAL SERVICES RFQ # 23.006

The Stockton Unified School District is inviting submittals from qualified architectural firms to be part of the District's Pool of Architectural firms, to provide comprehensive professional architectural and associated planning services for the District.

The District is engaged in major modernization and new projects, site development and planning, growth projects, and district-wide master planning associated with various capital resources. All projects fall under State School Building Requirements. You can download the entire RFQ at the District website at <https://www.stocktonusd.net/Page/17209>

If you would like to submit a response to this Request for Qualifications RFQ #23.006, please mail or hand-deliver one (1) original, six (6) copies of the firm's Proposal and one (1) electronic copy on flash drive of the submittal, labeled "Statement of Qualifications – Architectural Services" to:

**Stockton Unified School District
Attn.: Tony Lopez
2141 Robindale Avenue
Stockton, CA 95205**

Questions regarding this RFQ may be directed to Tony Lopez, Purchasing Manager.

All responses must be received by 3:00 pm, April 21, 2023

Sincerely,

Stockton Unified School District



Tony Lopez
Purchasing Manager
Email: tonylopez@stocktonusd.net

STATEMENT OF QUALIFICATIONS

The Stockton Unified School District is inviting submittals from qualified architectural firms to be part of the District's Pool of Architectural firms to provide comprehensive professional architectural and associated planning services for the District.

The District is engaged in major modernization and new projects, site development and planning, growth projects, and master planning associated with impact fees, General Obligation Bond proceeds and potentially the state school building program. The size of individual projects vary from small to large.

The pool selection process will include a screening review and evaluation of submittals by district staff and/or consultants. Selection of candidate(s) will be based on demonstrated competence, professional qualifications necessary for the satisfactory performance of the services required, satisfaction of current and prior clients, fairness, reasonableness and accuracy of cost estimates, school modernization and design experience, master planning and proven experience with public education, with particular emphasis in school districts with elementary and high school facilities

Extensive experience with the Division of State Architect (DSA), the Uniform Building Code (UBC), and Title 24 of the California Code of Regulations is mandatory. Please include information and references that relate to your experience in working with DSA and indicate your understanding of DSA plan check timelines and the conditional or deferred approval process.

Instructions for Submitting Request for Qualifications #23.006

A. General

1. **Cover Letter** - A maximum one-page, dated **Introductory Letter** must be submitted including the legal name of the respondent, address, email, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the qualifications on behalf of the firm.
2. **Table of Contents** - A **Table of Contents** of the material contained in the qualifications should follow the Cover Letter.
3. **Executive Summary** - The **Executive Summary** should contain an outline of your general architectural, design philosophy and business approach along with a brief summary of your firm's history and qualifications to engage in a professional relationship with the Stockton Unified School District.
4. **Engineers and Consultants** - Provide a list of Engineers and other consulting firms that your organization has approved for use. Include: Names, qualifications, and what procedure/process was used to approve the firm.

5. **Narrative** - Provide a **Comprehensive Narrative** of the architectural, planning, and engineering services offered by your firm. The narrative shall include the following:
- a. **Experience** - Describe your experience with public and private educational projects, preferably with unified school districts. Include the scope of projects, description, dates, and construction costs. Provide information of your firm's existing and planned workload, available resources, and capacity to successfully complete projects in an expeditious manner. Describe your experience with the Division of State Architect (DSA), the Office of Public School Construction (OPSC), State Department of Education, and the office of the State Fire Marshall. Describe and provide examples of your firm's approach in the management of multiple concurrent projects. Describe your experience working with program management firms, construction management firms, construction administration and/or providing construction management responsibilities. Provide an outline of services offered for the completion of school district and campus Master Planning projects. Describe experience with School Facilities Program (SFP).
 - b. **Personnel** - Include resumes of personnel and project team members who would likely be assigned to projects associated with the Stockton Unified School District. Describe experience working with community, advisory and/or oversight groups. **Specifically define the role of each person and outline his or her individual education and experience.** Indicate who would serve as the primary contact for the District. If the firm would utilize resources from more than one office, indicate office locations and how work would be coordinated.
 - c. **Professional Fees** - Provide a fee schedule for the types of service that you offer, including: **a)** new construction; **b)** remodel; **c)** modernization; **d)** change orders; and, **e)** master planning. Provide hourly rates, fixed fees, reimbursable costs, and other costs associated with services offered. **Be thorough and specific, as this will be part of the basis of any contract for services that may be presented by the District.**
 - d. **Change Order Data** – Provide Change Order data from your two (2) most recent public works projects. Include original estimates of project costs and a brief explanation of the change orders.
 - e. **Additional Data** - Provide additional information about the firm as it may relate to this RFQ. Include letters of reference or testimonials, professional and educational design awards earned, statement of financial stability. Indicate ongoing commitment to professional education of staff, and total number of permanent employees. Provide a list of at least (5) projects in the order of construction dollar amount of projects currently

under construction or scheduled to be completed or most recent projects.

- f. **References** – Provide at least four (4) educational client references for which your firm has performed similar architectural and design services. Include school district names, addresses, contact name(s) and email address, phone/fax numbers, and project names. Provide one (1) example of either a District Master Plan or School Campus Master Plan completed by your firm within the last five years.
- g. **Certification** - Complete, sign, and date the **CERTIFICATION - REQUEST FOR QUALIFICATIONS (#23.006)**, on page 6.

Your submittal shall be between 25-50 pages, excluding picture exhibits, and should be complete and clear to provide an insightful, straightforward, and concise overview of the capabilities of your company. RFQ's may be rejected if not prepared in the format described, or if submitted without all required information and signatures. Additional facts and information may be included if it will help to highlight your firm's qualifications and experience. **Any submittal received after the deadline of 3:00 pm, April 21, 2023 will not be considered or reviewed.**

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.

CERTIFICATION
REQUEST FOR STATEMENT OF QUALIFICATIONS
ARCHITECTURAL SERVICES
RFQ #23.006

I certify that I have read the attached **Request for Statement of Qualifications #23.006 Architectural Services**, and the instructions for submitting an RFQ.

I further certify that I must submit one (1) original, six (6) copies of the firm’s Proposal and one (1) electronic copy on flash drive of the submittal, labeled “Statement of Qualifications – Architectural Services,” and that I am authorized to commit the firm to the qualifications submitted.

Signature

Typed or Printed Name

Title

Company

Address

Email Address

Telephone

Fax

Date

If you are submitting as a corporation, please provide your corporate seal here:

All materials submitted in response to this Request for Qualifications shall become the property of the Stockton Unified School District.

Tentative Time Schedule for the Selection of Architectural Firms

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|--------------------------------------------------------------------|----------------------|
| 1. Notice Inviting Proposals published in the Stockton Record | April 3, 2023 |
| 2. Request for Qualifications Packages Emailed to interested firms | April 3-10, 2023 |
| 3. Proposals due 3:00 pm | Mon., April 21, 2023 |
| 4. RFQ Screening and Evaluation | April 24-26, 2023 |
| 5. Contact Finalists for interviews | April 27-28, 2023 |
| 6. Interview with Finalists | May 4, 2023 |
| 7. Final Pool Selection recommended to Board of Trustees | June 6, 2023 |

Notification of interest and questions related to this RFQ should be submitted in writing via email to tonylopez@stocktonusd.net, no later than Friday, April 14, 2023, at 1:00pm. Specify "Architect RFQ" in the subject line. Responses to all questions received will be emailed to all firms that have requested the RFQ package and have expressed an interest in submitting a response to this RFQ no later than Monday, April 19, 2023.