

Salinas Union High School District
431 W. Alisal St.
Salinas, CA 93901

Request for Qualifications/Proposals
For Architect Services For
Future District Projects

RFQ/P Issued:	May 11, 2021
Last Day to Submit Questions	June 1, 2021, 4:00 PM
Clarification issued by District	June 4, 2021
Responses Due:	June 10, 2021, 4:00 PM
Notification of Finalists	June 11, 2021
Interviews – TBD Optional:	Week of June 15, 2021
Selection by Governing Board:	June 22, 2021 at 7:00 PM

**Request for Qualifications/Proposals
For Architect Services
For Future District Projects**

The Governing Board (the “Board”) of the Salinas Union High School District (the “District”) desires to select one or more qualified providers of architect services for various modernization and new construction projects within the District. This Request for Qualifications/Proposals (“RFQ/P”) does not commit the District to award a contract or pay any costs incurred in the preparation of a statement responsive to this RFQ/P. The District reserves the right to accept all or part of any statement or to cancel in part or in its entirety this RFQ/P. The District further reserves the right to negotiate changes in and to accept the statement(s) that it considers to be in the best interest of the District.

1. Critical Dates

Submittal Due Date:

An original + 2 (2) copies of the submittal shall be delivered **no later than June 10, 2021, at 4:00 p.m.** to the Salinas Union High School District, 320 Rose St., Salinas, CA 93901, Attention: Virginia Boyce, Director of General Services. Proposals not received by the deadline will be returned unopened.

Selection Date:

As currently scheduled, the Governing Board of the District will select one or more architects at its regular Board meeting on June 22, 2021. The meeting will be held at 7:00 PM at 431 W. Alisal, St., Salinas, California. However, the District may choose to select the architect(s) at another meeting.

2. Overview of the District

Salinas Union High School District
Grades 7-12: 16,500 students
5 comprehensive high schools, 4 comprehensive middle schools, 1 Regional Occupation Center,
1 Education Center, Alternate High School Campus, District Office,
Facilities/Transportation/Maintenance Facility

3. General Project Description

The District plans to undertake various projects funded via bond measures totaling approximately \$200 million at District-owned sites located in Monterey County, California (to be referred to in this RFQ/P as “the Projects”). The Projects will be completed using one of a number of possible construction delivery methods, including (but not necessarily limited to) design-bid-build, design-build, lease-leaseback, and/or informal bid procedures.

The Projects include, but are not limited to, the following:

- 12 (+)-Classroom - 2-story building at North Salinas HS (DB)
- 24 classrooms – 2-story building at Alisal HS (DB)
- 24 classrooms + wellness center – 2 story building at Salinas HS (DB)

- Performing Arts Center – Everett Alvarez HS
- Modernization Main Campus Bldg – North Salinas HS
(represents approx. \$110m of \$200m available)

It is the desire of the District to select one or more architects to provide architectural services at the lowest cost and highest quality over the next five (5) years.

4. Scope of Services

The architect will be expected to perform the Scope of Services described in the Architect Agreement accompanying this RFQ/P (*Attachment A*), which will be the form of an agreement that the architect must execute. The Scope of Services generally consists of design services, including landscaping architectural services and landscape irrigation design, civil, structural, mechanical, and electrical engineering services normally required to complete the Projects; bid package preparation, bid handling, preparation and processing of change orders, requests for information, and other contract administration duties; and the supervision, coordination and/or management of the Contractor, any Construction Manager, District's Inspector of Record/Project Inspector ("IOR"), laboratories, the District, and the Architect itself, with respect to project requirements.

The District shall have the right to add or delete from the Architect's Scope of Services, from Project to Project, as it may determine is necessary for the best interests of the District. Any Project later undertaken by the Architect pursuant to the terms of the Architect Agreement shall be described in an amendment to the Architect Agreement. Each amendment shall include the Project scope developed with the Architect, the rate schedule, and the Project schedule. The District makes no representation or guarantee that any Project will be made a part of the Architect Agreement through an amendment.

Any proposal submitted in response to this RFQ/P (including the proposed hourly rate schedule) must be based on the scope of services, obligations, and other terms of the Architect Agreement.

5. Proposal Format and Content

The proposal should be clear, concise, complete, well organized, and demonstrate respondent's ability to follow instructions.

An original + two (2) copies of the proposal must be provided, with no more than 30 single-sided pages in total length (including all attachments and exhibits). All respondents are requested to follow the order and format specified below. Please tab each section of the submittal to correspond to the numbers/headers shown below.

The cover shall include the RFQ/P's title and submittal due date, the name, address, fax number, and the telephone number of the responding firm (or firms if there is a joint venture or association). The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the proposal in the order listed:

- A. A cover letter signed by an authorized officer of the firm submitting the proposal, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for this Project.
- B. Organization Information – Provide a brief history of your organization, including: (1) number of years the organization has been in business, (2) location of corporate/main office and location of office (if different) that will perform the work required by this RFQ/P, and (3) list of basic services provided by your organization.
- C. Qualifications and Experience – Describe your experience as an organization providing architectural services to public school districts.
- D. Staffing Information – Provide an organization chart and identify key team members of your firm who will perform architect services on the Projects.
- E. Project Cost Information – Provide an estimated fee schedule for projects including, but not limited to, new construction, modernization, and modular buildings. Firms must also provide an hourly rate schedule for all services. The District will negotiate with one or more responding architects for a final contract price for each Project.

6. Selection Process

- A. The purpose of this RFQ/P is to select one or more firms to provide architectural services as outlined in this RFQ/P to enable the District to select the firm with which the District intends to enter into a contract for design of the various Projects.
- B. The District will use the selection and negotiation process outlined below. A review and selection committee composed of key District officials and consultants will review and evaluate all proposals and will conduct interviews.
- C. Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.
- D. The following items will be considered by the District in the selection process:
 - Conformance to the specified proposal format.
 - Organization, presentation, and content of the proposal.
 - Qualifications and experience of the organization and proposed team members.
 - Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District's financial constraints and timeframes.
 - Completeness of estimated cost of all architect services for the various Projects, and the cost itself.

7. Interviews, Selection, and Contract Negotiations

The District may, but is not obligated to, conduct interviews with the architects that respond to this RFQ/P. If conducted, the interviews will be held on a date and time to be determined. At the time of the interview, the architect's design team will be required to attend.

The District will select one or more firms deemed most qualified to perform architectural services on the Projects. As individual Projects arise, the District will begin negotiations with the firm(s) deemed most qualified to enter into an agreement to provide architectural services for that Project consistent with this RFQ/P.

The District intends to utilize the Architect Agreement included in the RFP as Attachment A. Responders may identify in their response any terms or conditions that they wish to negotiate with the District and the District may consider that information as part of the selection process. The District is not undertaking any obligation to change or even negotiate the terms set forth in the Architect Agreement. Should the District be unable to negotiate a satisfactory contract with one of the proposing entities, the District is under no obligation to enter into an agreement with any of the entities.

The District reserves the right to award the Projects to the entity the District deems most suitable to undertake the particular Project based on many factors, including demonstrated competence and qualifications for the types of services to be performed, and a fair and reasonable price. The District further reserves the right to reject any or all proposals, or waive any irregularities in any of the proposals submitted pursuant to this RFQ/P.

8. Special Conditions

Amendments: The District reserves the right to cancel or revise this RFQ/P in part or in its entirety. If the District cancels or revises the RFQ/P, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due and/or postpone the interview date.

Inquiries: Any questions concerning this RFQ/P or selection process may be directed to Virginia Boyce, Director of General Services, Salinas Union High School District; telephone: 831-796-7074. Replies involving any substantive issues will be issued by addenda and mailed to all parties recorded by the District as having received the RFQ/P documents.

Non-Discrimination: The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

Costs: Costs of preparing a proposal in response to this RFQ/P are solely the responsibility of the Respondent.

Limitations: This RFQ/P does not obligate the District to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to the RFQ/P, or to procure or contract for work. The District reserves the right to waive any irregularities in the proposals received pursuant to this RFQ/P or in the process outlined herein for selection of an architect for the Project.