



# FORESTVILLE

UNION SCHOOL DISTRICT

6321 Highway 116 Forestville, CA 95436

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January 13, 2023

## REQUEST FOR STATEMENT OF QUALIFICATIONS

### For Design Services Related to the Measure D Bond Proceeds

The Forestville Union School District (FUSD or District) is seeking statements of qualifications (SOQ's) from design teams with an architectural lead firm. The project list may also require civil, landscape architecture, structural, mechanical, electrical, and cost estimating subconsultants to enter into a Design Services Agreement. The District intends to procure services from a pool of design teams with demonstrated proven experience in planning, design, construction documents, construction contract administration and construction phase project management for California DSA jurisdiction school facilities. The District will undertake multiple projects over approximately 4 years. The District needs include, repairing or replacing existing roofs, resolving site drainage issues, replacing other aging infrastructure, and reducing energy costs by continuing to increase energy efficiency. The site address is 6321 Highway 116 Forestville CA 95436

#### **A. Qualifications are sought for a Designer Pool to complete the following:**

- 1) Validate FUSD's project list.
- 2) Refine and further develop a project list and maintenance plan for 6321 Highway 116 Forestville. This effort will include a updating a project list, validating the project costs, identifying related or dependent projects, suggesting prudent timelines and sequences.
- 3) The District and The Consultant will coordinate and support the Districts effort to communicate with the community the scope and progress, including, for example, public meeting participation, project exhibit development, development solutions for site, utility, landscape, aesthetic, traffic, noise, and air quality concerns.
- 4) Firms must demonstrate an ability to create exemplary student and staff spaces that reflect the unique place and the community culture of FUSD.
- 5) Develop the schematic design, design development, construction documents, gain approvals, provide bid assistance, and construction administration for identified projects
- 6) Guide the DSA closure, and construction contract closure in compliance and in a manner that maximizes the availability of matching funds for the district.

## **B. Project delivery**

The project will be structured as a multi-permit Design/Bid/Build. Specific details of the construction implementation will be developed as the project progresses.

## **C. Process**

FUSD anticipates selection in alignment with proposed SOQ schedule and to have an agreement in place shortly after that date, at which time design will commence. The specimen agreement is included and response to the SOQ indicates the consultant's acceptance of the agreement except as specifically indicated in such response.

Following the qualified Designer identification, FUSD will enter into an Agreement for project planning, programming, and schematic design phases with a qualified respondent firm. FUSD reserves the option at its sole discretion to engage with other qualified respondents for other scopes identified on the task list. FUSD also reserves the right to not retain the Designer for the subsequent project phases and to issue a new RFQ for those phases.

The prospective Designer's SOQ shall identify the subconsultants it proposes to support their work. In evaluating the SOQ response, FUSD will consider the capabilities of the identified subconsultants, and each must be acceptable to the District. The District reserves the right to require a Designer to replace a subconsultant with one acceptable to the District. Subconsultant agreements will be held by the Designer and Designer agreement requirements flow down to all subcontractors. The Designer and the subconsultants will coordinate and cooperate with all District consultants.

This SOQ does not obligate FUSD to award any work and the District explicitly reserves the right to award all, none, or part of the services envisioned in this SOQ. In no case will the FUSD be liable for any costs incurred by any proposer or any other party in developing or submitting the response to the SOQ. The District reserves the right to terminate this request upon three (3) days notice to all prospective responders.

## **D. Background**

FUSD has been in existence for more than a century. The current campus has major building constructed in the 1030's, 1950's, 1970's and the 2000's. Modernizations to those buildings and the site have been continuous. The last bond funded construction effort occurred around 2010. All of the building are wood framed with the exception of one wing of modular buildings placed in the 1970's.

## **E. Key Goals**

- Serve the community with modern school facilities,
- Validate the project list developed before the bond
- Develop an initial construction budget and sequence for District acceptance and maintain a budget/program balance through the process,
- Create solutions that will serve with minimum maintenance over a 25-year lifespan for systems and 50-year lifespan for structures,

## F. Scope of Services

### 1. Planning

- Designer will work with SHCHD and community, site neighbors, and key medical center leaders to develop a plan that meets and validates the goals of the strategic plan. Specific outreach and engagement with County of Humboldt and community groups will be determined in partnership with SHCHD.
- Designer will interface with internal stakeholders and departments, in addition to other FUSD consultants, to evaluate options and costs.
- The plan must consider FUSD student use of spaces and accommodate the operations of the District.
- Designer, working with their subconsultants, and local utility providers, must technically evaluate existing mechanical, electrical, plumbing, and information technology infrastructure.
- Designer will be provided existing infrastructure information from FUSD, as available, after selection, and will need to validate the information provided.
- The Designer will provide bound copies (quantity as directed by the project manager), a copier ready unbound copy, and an electronic copy (in original software) of each document.
- The Designer must manage user interactions during planning and is responsible for obtaining final FUSD approval (sign-offs) related to all project planning deliverables. The Designer must document all user sign-offs and clearly note any exceptions or unresolved issues during the final user sign-off process.

### 2. Design

If the Designer is retained to provide design services, the services will include, but are not limited to, the following for the improvements and site:

- Development of architectural and engineering performance and design criteria prior to commencing schematic design,
- Preparation of Basis of Design documents, Schematic Design, Design Development, Working Drawings, and provide Construction Administration services during the design and construction phases based on the Agreed project list and sequence accepted by FUSD. Preparation of design documents assumes creation of all necessary specifications, optimizations, and calculations. Designer's scope of services is anticipated to include the following disciplines: Architectural, Structural, Mechanical, Plumbing, Electrical, Low Voltage, Audio Visual, Security System, Civil, Landscape, Interior Design, Exterior Design, Interior and Exterior Signage ("Wayfinding"), if necessary, third party CASp peer review, commissioning plans, and Code/Life Safety Review. FUSD may choose to include additional disciplines within the Designer's scope that are not listed in this SOQ section,
- Presentation of the design for review by community groups if requested,
- Additional disciplines may be included in Designer's scope of services, or provided through design/build subcontractors, such as: Fire Alarm, Building Management System (BMS), Automatic Fire Sprinkler, and building envelope consultants. Certain components or systems may also be provided through manufactured solutions. Design/build disciplines will be determined jointly between FUSD, Designer, and their subconsultants prior to Contractor procurement,
- Obtain all required agency approvals, including but not limited to: DSA-Title 24, Fire services, DSA site accessibility. Respond to agency, or their designated plan review consultants, review comments, and take corrective action as necessary,

- Address in design, detailing, and material selection fire resistant construction concerns to harden the site, landscape, and structures from wildfire,
- Prepare design development and construction documents unless waived by the District in Revit (LOD 300 min) BIM modelling, utilize clash detection all through to avoid potential conflicts, and provide a copy of the 3D model to the construction team after plan approval,
- Document all meetings when FUSD is a participant or when the Designer is acting as a designee or delegate for the District.

3. Construction

If the Designer is retained to provide design services, the services will include, but are not limited to, any services required for Construction Administration phase.

**G. Selection Criteria**

The applicant must respond to each item below and will be evaluated on all of the following:

1. Describe how your firm and proposed staff are uniquely qualified to improving education environments for students and staff served by this District.
2. Share your firms experience planning and designing elementary school settings for local school districts. Discuss multiple design facets from planning, programming, planning, place-making, functional performance, technical performance, operational performance, and designing with target budgets. Provide examples of that experience and the key lessons learned during the early design phases of those projects.

Projects submitted as examples must be relevant and related public school districts.

Provide information on at least two, but no more than four, projects, identifying building or renovation sizes, work scopes that demonstrate the firms experience to plan, program, design, and administer during the construction period. Projects completed for rural public school districts preferred, but not required. Included projects must have been completed and operational on or after January 1, 2010. Use Attachment B – Past Project Experience.

3. Demonstrate experience in site design and development. The firm and their subconsultants shall provide information in the project examples in item 2 above regarding site and drainage problem solving. Provide examples of that experience and the key lessons learned. If the projects in Item 2 above do not have significant site planning or site problem solving components, one additional project example representing the proposer’s site planning and problem solving experience may be provided.
4. Demonstrate the proposed project team’s ability to execute projects of similar scope and complexity. Discuss the team’s successful record understanding and addressing community sensitivities, and how the team draws out and reflects district and community feedback. Key proposed staff should be committed to this project for the duration of each identified project phase. The District prefers that the Designer propose staff that held key roles in the example projects provided above. The key staff must be physically present for the office visit and interview. Proposed staff must have the ability to commit to the project at

agreement execution, must work from the office leading the design effort, and be able to commit sufficient time to this project to provide effective design leadership.

5. Describe the proposing firm's culture, firm organization, leadership style, and ability to adjust to Owner and Contractor cultures. If the firm is more than one hour from the FUSD campus, indicate if the firm culture lends itself to working on projects some distance from the firm's office. Indicate the ways the proposing firm's culture pull the from the community and District to create an outstanding result.
6. Discuss the tools and processes used by your firm to manage project budget while maintaining project program, quality, and care.
7. Provide examples that indicate your firm understands deliverable schedules. Describe the process and methods used to complete described scopes in agreed or allotted times.
8. There will be opportunity for virtual communications in some cases; however, problem solving and understanding district goals are best completed by direct interaction. If your local office is further than one hour from the site, describe your strategy to bring staff to lead and complete these in-person activities at the site.
9. Subconsultants will be key to successfully accomplishing the project. Provide with the proposal the proposed subconsultants. Include the number of projects that the proposing firm and subconsultant have completed together and the length of time they have worked together. Each major subconsultant must have experience planning and design of at least 3 similarly sized projects with comparative scopes. List 2 projects of similar size, complexity, and licensure to this project per subconsultant. Indicate if the subconsultant's key personnel have worked with the proposing firm's key personnel.
10. The standard FUSD Design Services Agreement is provided as an attachment to this SOQ. Indicate in the proposal your firm's willingness to accept the Design Service Agreement language, including the indemnification and the insurance requirements and that your firm will execute the agreement as written if awarded the agreement to plan, program, and complete design services for the project.

#### **H. Content of Qualifications Submittal**

Responses are limited to 12 pages, not including resumes or forms, and must contain the following information:

1. Provide a cover letter which includes the submission key points.
2. Provide responses to the selection criteria in the prior section.
3. Provide supplement the firm's qualification by including:
  - a. Full name and local address of firm. Identify the headquarters if different.
  - b. Name, title, phone number and email address of the designated contact person.
  - c. Brief description of the firm and services routinely provided on contacts of this size and type.
  - d. Background of personnel assigned to this project. Describe their proposed roles in the project. Indicate the number and discipline of personnel in your office both as a total (related to depth of expertise) and as assigned to this scope (related to project coverage). Provide a chart of the firm's overall staff resources and those assigned to this project.

- e. Full name and address of all proposed subconsultants, an explanation of the role and responsibilities of each, and a description of the subconsultant's background that is relevant to this project.
  - f. A statement that describes the Designer's qualifications, experience, and resources demonstrating the ability to successfully complete this project.
  - g. Provide an organizational chart of the project team and responsibilities, lines of authority, and percent of involvement during the planning, programming, and design phases of the project. If the Designer has multiple offices, indicate what office each staff member is working from.
  - h. List the recently completed example projects like this proposed scope of work. Provide a brief description and the name and contact information for two client contacts for each project. Include the name, title, current address, current phone, current email, and the contact's project role and responsibilities.
  - i. Provide a description of the firm's overall approach, which touches on the following points: a statement that the firm understands the requested scope of services required in the SOQ, and outline of the Consultant/Subconsultant organization; develop a recommended schedule and an indication of the proposed approach to meet the suggested timeline; a list of the proposed team members and the percent of their time that will be devoted to the project.
4. Complete the firm's statement of qualifications on the form provided. Forms shall be an attachment to the SOQ response.
  5. Complete the firm's Past Project Experience on the form provided. Forms shall be an attachment to the SOQ response.

#### **I. Selection Process**

Up to three firms will be admitted to the pool of designers. The selection is a two-step process. In the first step, a screening committee will review the SOQ's received in response to the RFQ, rank the firms and develop a shortlist of not more than 4 firms. These short-listed firms will be immediately notified and if the District feels further evaluation is needed, will be scheduled to interview at the site with the selection committee. If the District determines that the shortlisted firms are sufficiently qualified, then the interview process may be omitted.

If interviews are warranted, following the interviews the selection committee will rank the short-listed firms and will choose the firm it feels is best qualified based on the selection criteria, interviews. The selected firm will be invited to commence agreement negotiations based on the specimen Design Service Agreement provided. Should the District be unable to negotiate a satisfactory agreement with the firm or firms considered to be qualified, at a price the District considers fair and reasonable, the District will terminate the negotiation with the shortlisted firm and repeat the process with other responding qualified firms, until a satisfactory agreement is reached with the pool of the selected firms. Alternately, the District may decide to re-open the RFQ process if it is unable to reach a satisfactory agreement with a qualified firm. Following the selection, significant changes in the composition of the firm's project team personnel and the subconsultant or their roles and responsibilities may not be made without the prior written approval of the District.

**J. Proposed RFQ Schedule**

The following proposed ‘RFQ’ phase schedule is presented for general information purposes only and is subject to change at the District’s discretion:

<u>Event</u>	<u>Date</u>
Release of Request for Statement of Qualifications	January 13, 2023
Last Day for Questions	February 23,2023
<b>Statements of Qualifications Due</b>	<b>March 2, 2023</b>
Pool of Firms Ranked	March 9, 2023
Pool of Firms Notified	March 16 <sup>th</sup> 2023
Design Service Agreement Approved by District Board	April 13, 2023

**K. Submission Process**

A firm’s response to this Request for SOQ’s shall address the criteria listed above. In order to be considered, a firm’s response to this Request shall be delivered to 6321 Highway 116 Forestville, CA 95436 District office, no later than Tuesday, March 2, 2023 at 1:00pm. Submit your firm’s response to this Request for SOQ in 7 paper copies no larger than 8.5x11 and a pdf file on a thumb drive that will not be returned. Submittals received after the deadline or addressed to the wrong location will be considered non-responsive. Emailed and Faxed copies will not be accepted. This Request for Qualifications, the referenced attachments, and any further updates can be found electronically at: <https://foresrtvilleusd.org/Facilities/> with the Title RFQ.

**L. Other Requirements**

For any inquiries, please email [RFQQ@forestvilleusd.ORG](mailto:RFQQ@forestvilleusd.ORG) and include ‘FUSD Bond fund SOQ’ in the subject. Do not contact the board or any other district staff with questions. All RFQ questions will be posed at that same location the day following the last day for questions. If you wish to me notified sooner than the last day for questions with responses, email the address above to indicate your interest in the RFQ and you will be provided the responses to questions as they are received as well.

Thank you for your interest in this project, and we look forward to receiving your statement of qualifications.

Sincerely Yours,

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Matt Dunkle  
Superintendent  
Forestville Union School District

- Attachments:  
Attachment A – Statement of Qualifications Form  
Attachment B – Past Project Experience Form  
Attachment C – Sample District Agreement  
Attachment D – Project list