



GALT JOINT
UNION HIGH
SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

SELECTION OF ARCHITECTURAL SERVICES

December 12, 2016



REQUEST FOR QUALIFICATIONS Selection of Architectural Services

- 1) The Galt Joint Union High School District (the "District") is inviting a Request for Qualifications ("RFQ") for architectural services relating to the construction of new school additions, modernization, reconstruction, and renovation of existing schools, and consultant services on various architectural matters.
 - a. Each organization submitting a response to this RFQ must include the following:
 - i. One (1) original bound submittal
 - ii. Three (3) additional bound copies
 - iii. One (1) unbound copy, and One (1) electronic copy on CD or flash drive
 - iv. All items listed above must be in a sealed package marked with the name of the organization submitting the RFQ, the due date of the RFQ, and "Request for Qualifications" clearly stated on the front of the package

- 2) Statement of Qualifications must be submitted to the District no later than **2:00PM on Thursday, December 22, 2016**. Proposals that are received after the date and time described above will not be accepted. Responses to this RFQ must be submitted to the following address:

Attn: Elizabeth Kaufman, Superintendent
Galt Joint Union High School District
12945 Marengo Road
Galt, CA. 95632

- 3) Statement of Qualifications must be signed by an authorized individual or officer of the firm submitting the response.

- 4) The District reserves the right to accept or reject any or all proposals and to negotiate with any or all responsible submitters. Submitters shall be responsible for any and all expenses that may be incurred in preparing the RFQ. Submitters' RFQ package, and all supporting materials in response to this RFQ, will not be returned and will become the property of the District, unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

- 5) Responses received from this Request for Qualifications will be used by the District to select one or more architectural firms to supplement the District's existing architect pool to provide professional architectural services for the construction of new secondary school additions, modernization, reconstruction, and renovation of existing schools, and consulting services on various architectural matters.

- 6) All Statement of Qualifications shall address the following items in order listed below:
 - a. Description of Firm – Including name of firm, address of firm, telephone



- number, age of firm, size of firm, principals of firm, nature of work performed, and the approach that will be used in meeting the needs of the District.
- b. Record of Experience of Firm – Include a detailed summary of the firm's experience in programming, planning, designing, and providing "field" services for the construction of new elementary and secondary schools, additions to existing schools, modernization, reconstruction, and renovation of existing schools, and consultant on various architectural matters. Please reference the past five projects completed by the firm by project name and location, owner's name, address, contact person and phone number, time of completion, project cost, and percentage of change orders for the following types of construction: New elementary or secondary schools and renovation/modernization of existing schools.
 - c. Record of Experience of Key Personnel - Identify and provide a brief summary of experience of personnel who will be assigned to District projects including but not limited to programming, planning, designing, and contract administration.
 - d. List of Consultants -Provide a list of consultants the firm plans to use on District projects, along with a brief description of services provided to the firm.
 - e. Knowledge of State School Facility Program – Describe the knowledge possessed by the firm's staff of the State School Facility Program, experience with projects funded by the State School Facility Program, and experience involving the application processes.
 - f. Experience with State Agencies – Describe the firm's experiences with the various State agencies including the Division of the State Architect, California Department of Education, Office of Public School Construction, and State Allocation Board.
 - g. Fee Schedule -Describe the firm's method of charging fees for projects. Provide basis of the fee schedule (time and material, percentage of construction, or both) and the method and schedule by type of construction (consulting architect, new construction, modernization).
 - h. Other - Describe any other information the firm believes is pertinent in assessing the qualifications of the firm to provide professional architectural services for the District.

District staff will be reviewing proposals submitted by architectural firms the week of December 20, 2016 and will make recommendations of qualified firms to be interviewed. If your firm is selected to be interviewed, you will be contacted with the date and time of the interviews and the requested material for presentation.

Thank you for your time and interest. Any direct contact regarding this Request for Qualifications or selection process must be made only through the Owners agent:

Art Hand
fB2 Solutions
Phone: 209.639.8963
Email: ahand@fb2solutions.com