

# New Haven Unified School District

Business Services  
34200 Alvarado Niles Road  
Union City, CA 946587

(510) 471-1100

(510) 475-3858 - fax

April 2015

## REQUEST FOR PROPOSALS ARCHITECTURAL SERVICES - RFP# 759

The New Haven Unified School District is inviting proposals from qualified firms, partnerships, corporations, associations, or professional organizations to provide comprehensive professional architectural and associated technical planning services to the District.

The District is engaged in ongoing new construction and major modernization projects, site development and planning, growth projects (placement and installation of relocatable buildings), and implementing an area-wide master plan associated with the recent passage of a local bond issue.

The District will be making the assignment of architects for the various projects. The selected firms will be expected to design, produce construction drawings, and obtain final DSA approval by a mutually agreeable date. The projects may be built using a variety of project delivery and construction management approaches. The Architect will be expected to work with the District's representatives during both the design and construction phases of the projects.

The New Haven Unified School District serves the residents of Union City, California, a richly diverse community of about 74,000. Serving about 12,600 students, the District consists of seven elementary schools, two middle schools, one comprehensive high school, one independent study site, one continuation high school, and one Regional Occupational Program. Voters of the New Haven Unified School District passed Measure M, a property tax bond with an estimated value of \$125 million for school facility and campus safety improvements. The District intends to utilize its Bond funds, State matching funds and any other available source of funds for its projects. The District intends to recommend two/three firms for consideration by the Governing Board for appointment now or for consideration at a later date to be the Architects for Measure M projects.

Principals are invited to attend a Proposal Conference scheduled for **Monday, April 27, 2015 at 2:00 p.m.** at the District Office at 34200 Alvarado Niles Road, Union City, CA 94587 which is being held to acquaint prospective firms with the unique requirements of the New Haven Unified School District.

Please submit your proposal, consisting of one (1) original and four (4) copies, to this Request for Proposals (RFP No. 759) **NO LATER THAN 2:30 P.M. Monday, May 4, 2015** to:

**New Haven Unified School District  
Attn.: Co-Superintendent/Chief Business Officer  
34200 Alvarado Niles Road  
Union City, CA 94587**

Questions regarding this RFP shall be directed to: [rfp759@nhusd.k12.ca.us](mailto:rfp759@nhusd.k12.ca.us). All questions must be submitted in writing. Deadline to submit all written questions: April 28, 2015. Responses to questions will be posted on the District's website at: <http://www.nhusd.k12.ca.us/node/1872>.

<b>All responses must be received by 2:30 P.M. <u>MONDAY, MAY 4, 2015</u></b>
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The Request for Proposal/Statement of Qualification is available on the New Haven Unified School District's website at: <http://www.nhusd.k12.ca.us/node/1872>.

Sincerely,

**Akur Varadarajan  
Co-Superintendent/Chief Business Officer  
New Haven Unified School District**

NEW HAVEN UNIFIED SCHOOL DISTRICT  
REQUEST FOR PROPOSAL NO. 759

**STATEMENT OF QUALIFICATIONS**

The New Haven Unified School District requests proposals for experienced professional architectural and related services for general architectural development relating to its maintenance and operation of a public school district.

The selection process will include a screening review and evaluation of proposals by a district team and may include outside experts and/or consultants. Selection of candidates, who best meet the requirements of the District, may be called for direct interviews with district staff. RFP evaluations are expected to be completed by June, 2015.

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 understanding and experience in working with DSA and indicate your understanding of DSA plan check timelines and the conditional or deferred approval process.

**SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall respond to each item noted below, within the specific format described. Please limit response information to relative information only. Supplemental brochure information will not be accepted and may result in the disqualification of a submitting firm.

**I. COVER LETTER (LETTER OF INTENT)**

Maximum of two (2) pages. Must include name of the firm, address, telephone, and fax numbers, and name of the Principal to contact. Letter must be signed by a representative of the firm with authorization to bind the firm by contract.

**II. FIRM BACKGROUND, ORGANIZATION, AND CREDENTIALS**

- a. Provide a brief history of firm(s).
- b. Location of office which will perform the work.
- c. List of Basic Services provided.
- d. List of Additional Services provided by firm under Basic Agreement (if applicable).

### **III. RELEVANT EXPERIENCE**

- a. List of four (4) relevant experiences working with educational institutions including:
  1. Project name and location.
  2. Year completed/current status.
  3. Client name (District name).
  4. Construction cost.
- b. Describe your experience with the Division of State Architect (DSA), the Office of Public School Construction (OPSC).
- c. Photographic representation of projects listed.

### **IV. PROJECT TEAM**

- a. Identify the following key team members and provide their qualification:
  1. Principal-in-Charge.
  2. Project Director/Manager.
  3. State Agency Advocate.
- b. Identify any proposed consultants for this project. Include resumes and related experience of each of these firms.

### **V. FIRM RESOURCES**

- a. *Design capabilities:*
  1. What is your design philosophy?
  2. How do you integrate flexibility and future technology into your design, especially 21<sup>st</sup> century designs?
- b. *Technical Capabilities:*
  1. CAD capabilities.
  2. Cost estimate history (show examples of recent cost estimate vs. actual bid amount).
  3. Change order history for your approach to problems and change orders. Please include the track record for your five (5) most recently completed projects showing the amount of change orders and indicate whether the change order was caused by District, Architect, or Contractor.
  4. Experience meeting schedules and timelines.

5. Quality control and assurance procedures.
6. Experience with State and Local agencies.
7. Construction administration, observation, services, and procedures.

**VI. CLIENT SATISFACTION AND REFERENCES**

- a. Has your firm ever been terminated and replaced by another architectural firm during the design or construction of any educational and/or related project? If yes, explain in detail.
- b. Has your firm ever been involved in litigation? If so, give the general nature of the litigation, and what was the outcome of the case(s), if settled.
- c. List at least four (4) educational client references for which your firm has performed similar design services.

References must include:

1. School District name and address.
2. Contract name(s) and phone numbers.
3. Identify projects for referral.

**VII. LITIGATION HISTORY**

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Failure to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

**VIII. PRICE STRUCTURE**

**Professional Fees** - Provide a fee schedule for the types of service that you offer including: (i) new construction; (ii) remodel; (iii) modernization; (iv) change orders; and, (v) other. **Be thorough and specific as this will form the basis of any contract for services that may be presented by the District.**

**IX. PROJECT CLOSEOUT PROCESS**

Provide detailed information on how your firm manages the DSA project closeout process as it relates to:

1. Projects not previously closed on site(s) where your firm is selected to develop new projects requiring DSA approval
2. Your firm's commitment to the timely closing of assigned projects.

**X. FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), Disabled Veterans Business Enterprises (“DVBE”), and shall be afforded opportunity to submit SOQs in response to this RFP and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

**XI. SELECTION PROCESS**

All Statements of Qualifications received by the specified deadline will be reviewed by the New Haven Unified School District for content, completeness, experience, and qualifications. After those firms deemed the most qualified are selected, further evaluation and interviews may be conducted as part of the final selection process. However, the District reserves the right to complete the selection process without proceeding to an interview process and may select a firm/firms based on the information supplied in the Statement of Qualifications.

The New Haven Unified School District reserves the right to select the architectural firm/firms, which, in its sole judgment, best meets the needs of the District.

**XII. SELECTION/EVALUATION CRITERIA:**

The selection/evaluation criteria will include:

- a. Firm's Background, Credentials, Experience, Project Team
- b. Firm's Resources
- c. Client Satisfaction and References
- d. Price Structure
- e. Project Closeout Process

### **XIII. CERTIFICATION**

Complete, sign, and date the **CERTIFICATION - REQUEST FOR PROPOSAL (#759)**, enclosed with this RFP.

RFP's should be complete and be prepared to provide an insightful, straightforward, and concise overview of the capabilities of your company. **Any proposal received after the deadline of 2:30 P.M. on May 4, 2015 will not be considered or reviewed.**

**The emphasis of your proposal should be on completeness and clarity of content.** RFP'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.

All materials submitted in response to this Request for Proposals shall become the property of the New Haven Unified School District and shall be considered a part of Public Record.

The District reserves the right to reject any or all Requests for Proposal. Principals are invited to attend a Proposal Conference scheduled for **Monday, April 27, 2015 at 2:00 p.m.** at the District Office at 34200 Alvarado Niles Road, Union City, CA 94587 which is being held to acquaint prospective firms with the unique requirements of the New Haven Unified School District.

**CERTIFICATION - REQUEST FOR PROPOSAL #759**

I certify that I have read the attached **Request for Proposals - Architectural Services RFP Number 759**, and the instructions for submitting an RFP. I further certify that I must submit one (1) original and four (4) copies of the firm’s Proposal in response to this request and that I am authorized to commit the firm to the proposal submitted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Date

If your proposal is submitted under the name of an Incorporated organization, please provide your corporate seal here: