



## **REQUEST FOR QUALIFICATIONS**

**RFQ # 93 20-21  
Architectural Services**

**COACHELLA VALLEY UNIFIED SCHOOL DISTRICT  
P.O. Box 847, Thermal, CA 92274  
Molly Aguilar, Director of Purchasing  
Email: [maguilar@cvusd.us](mailto:maguilar@cvusd.us)  
Phone: (760) 848-1105**

**Coachella Valley Unified School District  
P.O. Box 847  
Thermal, CA 92274**

**May 27, 2021**

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**REQUEST FOR QUALIFICATIONS ("RFQ") FOR  
ARCHITECTURAL SERVICES**

The Coachella Valley Unified School District ("District") is requesting the submission of a Statement of Qualifications from firms interested in providing full architectural planning and design services to the District. The District intends to select a pool of qualified firms for future consideration to provide services for selected District projects as needed.

Interested companies are invited to submit their Statement of Qualifications as described below, with five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on CD or flash drive, to:

**Coachella Valley Unified School District  
P.O. Box 847  
Thermal, CA 92274  
Attn: Molly Aguilar, Director of Purchasing**

**All Statements of Qualifications must be received on or before 2:00 pm on June 25, 2021.** Any Statement of Qualifications received after this date and time will not be accepted.

Each Statement of Qualifications 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.

Questions regarding this RFQ may be directed in writing to Molly Aguilar, at [maquilar@cvusd.us](mailto:maquilar@cvusd.us), on or before 2:00 pm on June 14, 2021.

**Publication dates: June 2 and June 9, 2021**

## **1. GENERAL INFORMATION**

**1.1. Background:** The District is a K-12 public school district, based in Thermal, California, serving over 18,000 students. By this RFQ, the District is seeking Statements of Qualifications ("SOQ") from experienced entities in order to select a pool of qualified architects for future consideration to provide architectural services for selected District projects.

**1.2. Scope of Services:** Any firm selected based on this RFQ process must be capable of providing full architectural services through the design and construction phases of any and all selected projects. The potential Scope of Services will be set forth on the District's form Agreement for Architectural Services ("Agreement"), which will be distributed and incorporated herein by this reference.

**1.3. Pool of Qualified Applicants and Recertification:** The District will maintain a pool of qualified applicants for each of the services sought in this RFQ. Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pool, at the District's sole discretion.

### **1.4. Limitations:**

**1.4.1.** This RFQ is not a formal request for bids nor a request for a proposal. It is not an offer by the District to contract with any party responding to this request. It does not commit the District to award a contract. The award of any contract, if at all, is at the sole discretion of the District. The District makes no representation that participation in the RFQ will lead to an award of contract or any consideration whatsoever. In no event shall the District be responsible for reimbursing any firm for costs incurred in submitting its qualifications. The District reserves the right to reject any or all submissions, to negotiate with any firm, to extend the submission deadline or to amend or cancel this RFQ in part or in its entirety. The District reserves the right to contract with more than one firm.

All material submitted in response to this RFQ shall become the property of the District and shall be public records, unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, submitted SOQs shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into a contract, or (2) the District has rejected all proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ.

**1.5. 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 full opportunity to submit SOQs in response to this RFQ 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.

**1.6. Restrictions on Lobbying and Contacts:** From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no

person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of the District (other than questions submitted in the manner described on page 1 of this RFQ), Board of Trustees, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the firm.

## **2. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

**2.1. Format:** The SOQ must contain all requested information about the company and must be no more than 30 pages in length, excluding: front and back covers and tabs; the Table of Contents; and appendices to the SOQ. Submittals containing more than the allowed number of pages will not be considered, and all key information should be included in the SOQ itself; appendices containing supplemental information will be reviewed at the District's sole discretion.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the SOQ. The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:

- No divider sheets or tabs.
- Pages with proprietary information must be removed.
- A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.

The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

**2.2. Content:** The SOQ must be complete and prepared to provide an insightful, straightforward and concise overview of the company's capabilities. Each package submitted will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration, at District's sole discretion.

**2.2.1. Letter of Interest** – A dated Letter of Interest must be submitted, including the legal name of the firm, address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the SOQ on behalf of the company. The Letter of Interest must also:

- Include one of the following statements:

*"[Firm's name] received a copy of the standard Agreement for Architectural Services ("Agreement") attached as Attachment "1" to the RFQ. [Firm's name] has reviewed the Agreement, including indemnity provisions and professional liability insurance provisions. If given the opportunity to contract with the District, [firm's name] has no objections to the use of this Agreement."*

or

*"[Firm's name] received a copy of the standard Agreement for Architectural Services attached as Attachment "1" to the RFQ. [Firm's name] has reviewed the Agreement, including indemnity provisions and professional liability insurance provisions. If given the opportunity to contract with the District, [firm's name] has objections to the use of these agreements, listed in detail in the Appendix to this Statement of Qualifications."*

- Certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Include the following verification: *"By virtue of submission of this Statement of Qualifications, [firm's name] declares that all information provided is true and correct."*

**2.2.2. Table of Contents** – A table of contents of the material contained in the SOQ should follow the letter of interest.

**2.2.3. Executive Summary** – The executive summary should contain an outline of the company's approach, along with a brief summary of the company's experience and qualifications.

**2.2.4. Services** – Provide a comprehensive list of the relevant services offered by the company.

**2.2.5. Firm Information** – Include company legal structure, ownership structure, history, licenses, professional affiliations and a brief summary of the company philosophy.

**2.2.6. Personnel and References** – Include credentials of key personnel who would be assigned to projects with the District. Indicate who would serve as the primary architect for the District. Define the role of each other team member and outline his or her proposed responsibilities on District projects. Assigned personnel will not be replaced without the District's concurrence. Identify past public K-12 projects each individual has worked on and their role on those projects. Provide references, including names of key school district personnel and phone numbers with whom they have worked.

**2.2.7. Technical Consultants** – Provide information on engineering and technical consultants you would likely work with on the District projects.

**2.2.8. Project Experience** – Demonstrate that the firm has the professional capability and resources to be a full service architect that can facilitate and oversee the planning, design, bidding, construction, closeout and occupancy of potential District projects, including:

- Positive relationship with DSA
- Artistic vision

- Experience working in rural landscapes
- Experience with Green technology
- Experience with commercial kitchen design
- Knowledge of wildland urban interface zone building and fire codes
- Experience building in seismically active areas
- Completes projects on time, on budget

To accomplish this, provide narratives and supporting documentation of at least five public K-12 DSA-approved projects designed by the firm in the past five years. For each project provide the following information.

- Indicate the school district, location and a list of references including contact names and telephone numbers for each project.
- Identify the year the construction was completed.
- Identify the approximate total project cost. (Inclusive of all soft and hard costs expended on the project.) Include original estimates of project costs, a list of the total change orders for each project, and a brief explanation of the deviations and change orders.
- State the project delivery method utilized.
- Provide a short narrative of the project.
- Describe any unique features of the project and challenges the firm may have faced on the project.

**2.2.9. Professional Fees** – Provide hourly rate sheets and typical fee structures you would use for various types of modernization, alteration and new construction projects, as well as change orders. List standard inclusions, exclusions and provide any assumptions you feel are necessary regarding your proposed fees.

**2.2.10. Insurance** – Submit proof of ability to provide insurance as appropriate covering professional liability, general liability, workers compensation, etc.

**2.2.11. Legal Issues/Litigation** - List all litigation, past and pending, arising from any projects on which your firm provided professional services in the past seven (7) years and were named as party(ies). Include the following information for each litigation:

- state the issues in litigation, court information and docket number
- names of parties
- status/outcome

A response to this RFQ failing 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, and will be disqualified from the selection process.

**2.2.12. Appendix** – Provide additional information about the company, projects or personnel as it may relate to the SOQ.

To the extent the respondent has any objections to or requests changes to the District's form of Agreement attached to this RFQ as **Attachment "1,"** inclusive of the Exhibits thereto, you must identify each objection, provide a reasonably detailed explanation for your objection, and provide the proposed change you wish to see made by identifying the specific language proposed to be deleted and the specific language proposed to be added, if any. **The District will not entertain objections or proposed changes to the language of its form Agreement if a respondent fails to identify objections, provide a reasonably detailed explanation, and include the specific language of the proposed change.**

### **3. DISTRICT'S EVALUATION / SELECTION PROCESS**

**3.1. Criteria:** The SOQ will be evaluated by a Screening Committee, considering each company's qualifications, individuals assigned, approach and methodology, relevant experience with similar school districts and projects, a determination of the overall best fit of assigned personnel and the value of services offered.

**3.2. District Investigations:** The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

**3.3. Interviews:** The District, at its sole discretion, may elect to interview selected firm(s). If a firm is requested to come for an interview, the key proposed personnel will be expected to attend the interview. The interview will be an opportunity for the District's Screening Committee to ask about the firm's SOQ and other matters the committee deems relevant to its evaluation. **Any comments or objections to the form of Agreement attached as Attachment "1" to the RFQ may be the subject of inquiry at the interview.**

### **4. FINAL DETERMINATION**

The District intends to select a pool of qualified firms for future consideration to provide architectural services on selected District projects. Selection is at the sole direction of the District. The District reserves the right to contract with any entity responding to this RFQ for all or any portion of the work described herein, to reject any SOQ as non-responsive, and/or not to contract with any architectural services firm for the services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ in response to this RFQ, including any supporting materials.

## **5. SCHEDULE**

05/27/2021	Announcement of the RFQ and transmittal to potential firms.
06/14/2021	Deadline for submitting written questions to District about the RFQ.
06/25/2021	Deadline for submitting Statement of Qualifications.
06/28 – 07/08/21	Evaluation of all applications, including interviews if applicable.
07/09/2021	Recommendation of selected firms and approval by the Board of Trustees.
07/16/2021	Notification to selected firm(s)