

**ALISAL UNION SCHOOL DISTRICT**  
1205 East Market Street  
Salinas, CA 93905  
(831) 753-5700, ext. 2033; Fax: (831) 753-5552  
Business Services Department

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL  
DESIGN AND ENGINEERING SERVICES  
FOR NEW CONSTRUCTION, MODERNIZATION AND OTHER SITE  
IMPROVEMENTS**

The ALISAL UNION SCHOOL DISTRICT (“District”) is seeking qualifications from qualified, licensed consultants to provide professional architectural design and engineering services for new construction, modernization and other site improvements in the District. Qualifications submitted in response to this Request shall adhere to and include the information set forth in Attachment A.

Consultants selected to perform the services for the projects shall develop and prepare conceptual plans at selected school sites in conformance with the project goals and plans established by the District. The Consultant shall be required to prepare complete sets of detailed construction plans, technical specifications and cost estimates in accordance with the District’s specifications and budgets. Additional detail regarding the project and the scope of services to be performed by the successful Consultant(s) is set forth in Attachment B.

Qualified organizations are invited to submit six (6) copies of the firm’s qualifications and written proposals no later than 5:00 PM on October 3, 2017, by mail, to the following address:

Alisal Union School District  
Business Services Department  
1205 East Market Street  
Salinas, CA 93905

Qualifications not received by the deadline will be returned unopened. The District reserves the right to redefine or adjust its priorities, and modify the selection process, as it deems necessary and to select one or more firms to perform services. At its discretion, the District may eliminate any firm or waive any informality in the selection process.

This Request for Qualifications does not commit the District to award a contract or to reimburse the firm for costs incurred in submitting this Qualification. Costs of preparing a response to this Request are solely the responsibility of the responding Consultant. The District reserves the right to reject any or all Qualifications received as a result of this request, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this Request for Qualifications. Additional detail

regarding the District's selection process and selection criteria is set forth in Attachment C.

Any questions concerning this Request may be directed to Jim Koenig, Chief Business Official, Alisal Union School District; telephone: 831-524-0895; email: [Jim.koenig@alisal.org](mailto:Jim.koenig@alisal.org).

Jim Koenig  
Chief Business Official

## ATTACHMENT A

### Statement of Qualifications

A Statement of Qualifications shall accompany your proposal.

#### A. COVER LETTER – LETTER OF INTEREST

Must include name of Firm, address, email of the principal contact, telephone number, fax number, year established and name of Principal contact. Letter shall be signed by a representative of the Firm with authority to bind the Firm by contract.

##### 1. ORGANIZATION, CREDENTIALS, BACKGROUND

- a) Provide a brief history of the Firm's credentials and background to perform said work.
- b) Number of years in business
- c) Location of office which will perform the work
- d) List of Basic Services provided by Firm
- e) List of Additional Services provided by Firm

##### 2. RELEVANT EXPERIENCE

List of relevant experience of similar project and scope of work

- (a) Project Name/Location
- (b) Year Completed/Current Status
- (c) Client Name/Contact Person/Phone Number
- (d) Contractor Name/Contact Person/Phone Number
- (e) Construction Cost
- (f) Change Order Cost

##### 3. PROJECT TEAM

Identify key Team Members assigned to the project and provide their qualifications, experience and responsibility to the project.

Personnel identified for these positions are expected to be involved through the life of the project.

Identify any proposed consultants for this project. Provide consultants qualification experience and scope responsibility.

##### 4. DESIGN SERVICES

- a) Describe scope of services to be provided throughout the project.

- b) Describe the design concept by which the project will be accomplished.
- c) The Consultant shall submit a brief statement on how the firm proposes to undertake this assignment. This statement should stipulate why the Consultant feels the firm should be considered to do this project.

## 5. FIRM RESOURCES

### Technical Capabilities

- (a) Experience with the Department of State Architect's Office
- (b) Experience in meeting schedules and timelines
- (c) Construction administration procedures during construction

## B. FEES

1. Describe the method you propose for charging fees for new construction, modernization and other projects.
2. If reimbursables are applicable, identify how and where these reimbursable expenses will be applied.
3. Provide a schedule of work hours and hourly rates for all jobs classifications.

## C. INSURANCE REQUIREMENT

Consultants shall provide proof of insurance coverage in the following forms:

1. General liability policy with a minimum of one million dollars (\$1,000,000) coverage which shall be in effect throughout the term of the contract. Such policy shall be on "an occurrence" basis.
2. Workers Compensation policy valid in the State of California shall be carried for all employees and those of any subconsultants.
3. The Consultant shall provide errors and omissions insurance with minimum coverage of \$1,000,000. Such policy shall be on "an occurrence" basis. Consultant shall show proof that the firm can obtain an errors and omission policy if one is not already in effect.
4. Consultant shall carry Business Automobile liability insurance in an amount not less than \$1,000,000.
5. Certificates of Insurance, as required herein above, shall be filed with the District upon execution of Agreement. Such Certificate shall state that the coverage evidenced thereby may not be canceled or modified without at least thirty (30) days prior written notice to the District. Insurance required under items (1) and (4) should name the District as additional insured.

**ATTACHMENT B  
PROJECT DESCRIPTION  
AND  
SCOPE OF WORK**

**A. Project Description**

The District is seeking firms to provide the following design and engineering services in Salinas, California:

- 1) Demolition and reconstruction of two elementary schools;
- 2) Construction of a new elementary schools in the Salinas Growth Area;
- 3) Construction of an early childhood education center at the corner of Buckhorn Dr. and Falcon Dr., in Salinas;
- 4) Construction of two classrooms and bathroom structure at Bardin Elementary School;
- 5) Relocation of multiple portable buildings;
- 6) Other specific design and engineering projects contemplated for each of the District's twelve sites may be included as agreed upon by the District and the Consultant.

The Consultant shall work with the District and its project management team throughout the bidding process, as well as contract management including the site punch list and sign off. The Consultant will also be required to coordinate between the district, the project management team, the site location and any other state, county and local agencies. They will also be responsible for the filing of all the necessary documentation required with the state, city, and county.

**B. Conceptual Plan Phase**

The Consultant shall meet with the District as needed to discuss established project goals, determine processes, incorporate recommendation and make necessary revisions or changes to the schematic designs and to prepare a construction time schedule, including anticipated date of completion for each project awards.

Consultant shall be required to prepare accurate cost estimates for the proposed work of improvement, for District planning purposes and consider options and possible "Additive Alternate Work" in order to complete the project within the budgetary limitations. The total estimated cost should include all applicable costs.

### C. Plans & Specification Phase

The plans and specifications shall include estimated quantities of materials to be used, method of installation and specification requiring compliance with all applicable local, state and federal regulations.

The Consultant will be required to submit progress plans and specifications at 50%, 90% and 100% completion, during which time the District staff will review such submittals and hold meeting with the District.

The construction plans and technical specifications at each stage of percentage completion and submittal shall contain sufficient information to cover most of the aspects of the work required on project.

Plans shall consist of the construction drawings, including fabrication or shop drawings and other detailed sketches complete with concise measurement and notes to help the constructability of the project. Prefabricated equipment, if included, shall be furnished with manufacture literatures or brochures.

### D. Submittals

The successful Consultants shall be required to furnish, along with the plans and specifications, grading, engineering and structural calculations, quantity take-off, material and construction schedules, cost estimates and other documentation as may be required or directed by the District.

The District shall prepare the contract agreement and provide the general conditions and front-end documents to complete the bid specification package. The District will administer and review the contract with the successful bidder to assure that the plans and specifications are adhered to and the work is completed in a timely manner.

The Consultants shall provide assistance to the District as needed before project bid openings and during construction of the project with regards to interpretation of the plans and specifications. The Consultant shall conduct on-site inspections and attend progress meetings as may be required under the contract and provide final drafting for As-Built drawings (in Auto-CAD and/or Aperture format) as per marked up plans from the contractor. Also, Consultant is required to provide periodic progress reports to the Project Manager and/or District.

If a contract for architectural services is awarded, Consultant shall be required to meet the Insurance Requirements of this Request for Qualifications during the life of the contract.

## ATTACHMENT C

### SELECTION PROCESS

All responses received by the specified deadline will be reviewed by the District for content, completeness, experience and qualifications. A review and selection committee composed of key District officials and consultants may be used to review and evaluate all responses, and if applicable, conduct interviews. Responses 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 process. However, to the extent that the responses are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms 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 choose to select one or more firms based on the information supplied in the response, including the Statement of Qualifications.

The District reserves the right to select the firm(s), which, in its sole judgment, best meets the needs of the District.

The District will enter into negotiations with the successful Consultant(s) to develop a contract for the project. However, if such negotiations are not successful, the District may negotiate with any other consultant responding to this Request for Qualifications or reject all responses.

### SELECTION CRITERIA

The following items will be considered by the District in the selection process:

- 1) Responsiveness to RFQ (breadth and depth of response) Satisfaction of current/prior clients (references)
- 2) Accuracy of firm's cost estimates
- 3) Proven experience related to public school project design and construction administration responsibilities
- 4) Proven experience in design of early childhood education facilities
- 5) Ability to communicate with district personnel to incorporate the desired educational program into learning facilities for students