



SUMMERVILLE ELEMENTARY SCHOOL DISTRICT

**18451 CARTER ST.
TUOLUMNE, CA 95379**

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES
FUTURE DISTRICT MODERNIZATION**

**RFQ Issued: November 21, 2023
Response Due: December 21, 2023 at 4:00 p.m.**

REQUEST FOR QUALIFICATIONS

Selection of Architectural Services

- 1) The Summerville Elementary School District (the “District”) is inviting a Request for Qualifications ("RFQ") for architectural services relating to the modernization, reconstruction, renovation of existing school buildings, 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. Two (2) additional bound copies
 - iii. One (1) unbound copy, and One (1) digital copy submitted to DistrictOffice@sumel.org or appropriate district representative
 - iv. All items listed above, minus digital copies, 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 4:00PM on Thursday, December 21, 2023. 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: Dr. Benjamin Howell, Superintendent
Summerville Elementary School District
18451 Carter St.
Tuolumne, CA 95379
- 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 modernization, reconstruction, and renovation of existing school building, 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
- b. 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.
- c. 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 past 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: Renovation/modernization of existing schools.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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).
- i. Insurance – Professional liability: \$2,000,000 annual aggregate minimum.
- j. 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 January 2, 2024 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.

SELECTION CRITERIA

1. Experience and Training: Project personnel resumes.
2. Experience and Organization: Comparable project references, project personnel continuity.
3. Innovation, technical, and Artistic ability: Creative ability, innovation of design, technological and energy management concepts.
4. Communications: With all applicable State agencies, District, and Contractor personnel.
5. Budget: Proof of successfully staying within budget constraints from previous projects.
6. Project Schedule: Demonstrated success in design and construction scheduling.
7. Past experience/projects (with positive result) with this district.

The District Superintendent will appoint a Selection committee to review the RFQ's and make a recommendation to the Governing Board.