



AGENDA ITEM

MADERA UNIFIED SCHOOL DISTRICT

Date: January 24, 2012

Subject: Request approval to request Statements of Qualifications from qualified firms to develop a Comprehensive Long Range Facilities Master Plan and provide architectural services on new construction, modernization and other construction projects throughout the District.

Responsible Staff: Kelly Porterfield, Business & Operations
Rosalind Cox, Facilities Planning & Construction Mgmt.

Agenda Placement: New Business

Background/ rationale:

The Comprehensive Long Range Facilities Master Plan will serve as a tool in guiding the District in planning new construction and modernization projects for the next 10 years. The plan will address long range and short-term goals and objectives.

The plan will include:

- Educational specifications/standards detailing the facilities needs for each grade configuration within the District.
- A detailed list of the needs for upgrades, changes and additions to the facilities on each school site and District facilities.
- All cost estimates associated with the recommended facility additions and improvements.
- Documentation of all potential funding sources available to the District for use in completing the comprehensive long range facilities master plan.

Financial impact: To be determined.

Superintendent's recommendation:

The Superintendent recommends that the Board approve this request for proposals of firms to develop a Comprehensive Facilities Master Plan. Staff will bring a recommendation back to the Board for approval on a firm once proposals have been reviewed.

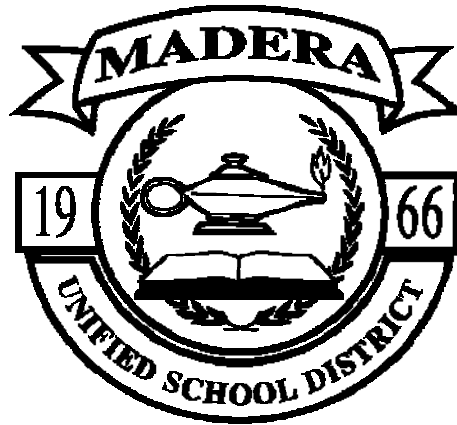
Supporting documents attached:

The Request for Statement of Qualifications.

REQUEST FOR STATEMENT OF QUALIFICATIONS

Comprehensive Long Range Facilities Master Plan Services

January 25, 2012



**Gustavo Balderas
District Superintendent**

**Contact:
Rosalind Cox
Director of Facilities Planning & Construction Mgmt.
Madera Unified School District
1205 S Madera Avenue
Madera, CA 93637
559-675-4548
cox_r@madera.k12.ca.us**

1. GENERAL INFORMATION

The Madera Unified School District ("District") is requesting Statements of Qualifications (SOQ's) from qualified firms to develop a Comprehensive Long Range Facilities Master Plan (CLRFMP) and provide architectural services on new construction, modernization and other construction projects throughout the District specific to the CLRFMP.

- A. Each firm shall submit an original Statement of Qualifications plus four (4) copies, prominently marked with "Request for Statement of Qualifications, Facility Master Plan Services" and the name of the firm submitting the SOQ.
- B. SOQ's shall be submitted to the District, at the address on the cover of this RFQ, no later than **3:00 p.m. on Monday, February 27, 2012**. SOQ's received later than the aforementioned date and time will be returned to the sender unopened. Facsimile (FAX) copies or e-mailed SOQ will not be accepted.
- C. The original SOQ shall be submitted and signed in blue ink, by an authorized individual or officer of the firm submitting the proposal.
- D. In order to control information disseminated regarding this Request for Qualifications, firms interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees and/or District Administration (Failure to do so, may result in the revocation of the submitted proposal from review) with the exception of the individual listed below:

Rosalind Cox
Director of Facilities Planning & Construction Mgmt.
Madera Unified School District
1205 S Madera Avenue
Madera, CA 93637
559-675-4548
cox_r@madera.k12.ca.us

2. DESCRIPTION OF SERVICES REQUIRED

A. Introduction

The Madera Unified School provides quality instruction to over 19,000 students, spanning kindergarten through 12th grade at 26 schools. The District is located in Madera County, approximately 25 miles north of Fresno. The District employs approximately 2,000 employees.

The Madera Unified School District prides itself on being one of the region's most progressive, state-of-the art school districts. Since 2005, Madera Unified has constructed six new schools. And during that same time, Madera Unified has experienced a tremendous growth in student achievement. Several of Madera Unified's schools have been named California Distinguished Schools and received other state commendations for their excellence.

Madera Unified enjoys the responsibility of educating Madera's youth and guiding them toward their aspirations. At Madera Unified, we truly believe in the motto – Every Child, Every Day, Whatever it Takes.

B. Background on the Project

The Madera Unified School District is seeking proposals to provide consulting services to prepare a CLRFMP that will serve as a tool in guiding the District in planning the facilities for the next ten (10) years. The plan will address the long range and the short-term goals and objectives of the Board of Trustees and reflect the need of the school community. The CLRFMP will facilitate the School Board's ranking of priorities and considerations in future facility investments and improvements.

3. SCOPE OF WORK

A. Develop Educational Specifications/Standards

Based on the District's Educational Program and input from the community and the staff, develop educational specifications/standards detailing the facilities needs for each grade configuration within the District (K-6, K-8, middle school, and high school).

B. Facilities Needs Assessment

The consultant will review all existing facilities in detail to determine the need for repair and upgrades. The consultant will consult with and work closely with the District's facilities planning, and maintenance and operations staff. The findings will include a detailed list of the needs for upgrades, changes and additions to the facilities, as well as technology, on each school site and District facilities.

C. Cost Estimates

The consultant will identify and project all costs associated with the recommended facility additions and improvements. The selected consultant will work with the District to identify the source of these estimates and the construction cost escalation that may be applied for projected facilities, additions, upgrades and renovations.

D. Financing Plan

The consultant will investigate and document all potential funding sources available to the District for use in completing the CLRFMP. These sources should include eligibility in

the State School Facilities Program, developer fees, Deferred Maintenance Program, and other State Programs.

E. School Site Staff Meetings

The scope of services may include individual school meetings with the staff at each of the District's schools to identify key issues related to the school facilities. The consultant should be prepared to facilitate these meetings, collect and document the input from the participants.

F. Board Workshop and Publish Master Plan

The consultant will incorporate Board input in the CLRFMP. The consultant will prepare a draft CLRFMP, distribute the draft for comments, and publish the 10-Year CLRFMP.

4. ARCHITECTURAL SERVICES FOR NEW, MODERNIZATION, RENOVATION AND OTHER PROJECTS

Architectural firms responding to this SOQ who are interested in providing architectural services to the District shall indicate their interest in providing said services on future new construction, modernization and other projects funded through the State School Building Program and/or through local facility funds.

5. ITEMS FOR INCLUSION IN PROPOSAL

All SOQ's shall address the following items in the order listed below and shall be numbered in the submitted SOQ to match the following list:

A. Description of Firm

This section should provide the District information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of the District.

B. References and description of experience with similar CLRFMP

This section shall identify similar master plan projects that the firm has completed. Use this section of the Proposal to indicate the areas of expertise you have previously provided and how the firm's expertise will enable the District to benefit from that expertise. Include the size of the district, when the study was completed and contact person.

C. Background of Assigned Personnel

Identify all personnel and provide a brief resume including pertinent experience of personnel who will be participating in this CLRFMP project. Provide total number of

professional staff employed by the firm. Identify persons that will be principally responsible for working with the District. Indicate the role and responsibility of each individual.

D. Schedule

The SOQ shall include a proposed calendar and schedule for this CLRFMP project. Using the expertise of the firm and based upon the best information available at this time, the firm shall graphically demonstrate a schedule that depicts the number of days in duration and a start and finish date by phase. The schedule shall include the phases/tasks identified in the scope of services above. Specify the number of meetings recommended for each phase.

E. Project Plan and Methodology

Indicate how the firm will approach this project to provide the best value to the District and create a document that will lead the District's facilities program through the next ten years. Include the process of how the firm would solicit information from school and community groups.

F. Consultants

The SOQ shall list all individuals and consultants and their roles in the CLRFMP. Include a brief resume of key personnel assigned to work on this CLRFMP.

G. Experience with Funding Options and Cost Estimating

The SOQ shall include the background, experience and success of the individuals/consultants involved in the team regarding prioritizing projects, estimating costs and successfully exploring alternative funding and financing.

H. Experience with Education Specification Development

The SOQ shall include the expertise of key personnel involved in the study relative to instructional programs. Specific emphasis shall be placed upon individuals that have the background in designing facilities that will create the teaching and learning environments previously described.

I. Management of Workload

Address the current and projected workload of the firm and address the ability of the firm to undertake this project.

J. Fees

Identify and include a flat fee for this master plan study by phase and a total fee for this CLRFMP. Also, identify any and all additional hourly rates for each phase of the master plan as identified in the scope of services above. Describe the scope that would apply and the additional hourly fee that would be charged.

K. Other

Each firm is encouraged to provide any additional information or description of resources that are pertinent for this project.

6. EVALUATION

Firms submitting SOQ's are advised that all SOQ's will be evaluated to determine the firm that will meet the needs of the District. Evaluation will include, but not be limited to the following criteria:

- A. Experience with school facility planning;
- B. Understanding the goals of the District and this project;
- C. Familiarity with best practices in sustainable design and planning of school facilities including the Collaborative for High Performance Schools and the State High Performance Schools Grant program.
- D. The ability to provide high quality planning services in a cost effective manner.
- E. Skill in facilitating complex community and District involvement process.
- F. Ability to complete the planning tasks within the time frame specified in this RFP.
- G. Creativity in problem solving and planning in similar small school districts.
- H. The ability to accurately estimate the scope of facilities design and construction work and associated costs.
- I. The ability to work with City staff and elected officials to address concerns about District facility plans, projects and ongoing operations.
- J. Familiarity with the Madera Unified School District's programs and facilities, and with relevant local planning and school policy issues in the District and the surrounding community;
- K. Experience working with local school districts in the Central Valley;
- L. Proposed method of charging fees and the total costs identified in the proposal.

The Board of Trustees of the District reserves the right to accept or reject any or all SOQs, to select a qualified firm with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they may incur in preparing proposals. Responses received from this SOQ will be used as the foundation for the development of an agreement and contract with specific provisions subject to review, negotiations and approval of the Board.

Advertise on February 3 and 10, 2012.