

July 2011 **NOTICE TO ALL INTERESTED AND QUALIFIED ARCHITECTURAL FIRMS
REQUEST FOR QUALIFICATIONS**

The Montecito Union School District wishes to engage an Architectural firm to provide Architectural and Engineering Services for a Facilities Master Plan at the Montecito Union School District in Santa Barbara, California. The Project is to provide a healthy, safe, and optimal learning environment that address structural and seismic requirements in addition to space, functionality, and architectural needs of the school. The Project is to be energy and resource efficient while enhancing the surrounding neighborhood and creating a strong connection to the Montecito community. **Therefore**, the Montecito Union School District is seeking Request for Qualifications (RFQ) submissions from interested and qualified Architectural firms as an initial step in the selection of an Architect for the purposes of providing a comprehensive Facilities Master Plan and then to provide, full architectural services in designing these new services. Qualified firms are invited to respond to the RFQ criteria found in the attached submission requirements. RFQ submissions are to be sent to: Tammy Murphy, Superintendent Montecito Union School District 385 San Ysidro Road Santa Barbara, CA 93108 Submissions are to be received no later than 2:00 p.m. Thursday, August 18, 2011. The District will review all RFQ submissions that fully meet the RFQ criteria requirements as set forth in the attachment. A selected list (short list) of firms demonstrating a history of design excellence in energy efficient public school projects will be invited to present their firm in an interview process with the Selection Committee as established by the Superintendent. NOTE: The submission of an RFQ does not commit the Montecito Union School District to award any contract or pay any costs incurred in the preparation of response(s) to this Request for Qualification solicitation. Questions can be directed to: Tammy Murphy

tmurphy@montecitou.org at 805-969-3249 or faxed to 805-969-9714 **ATTACHMENT REQUEST**

FOR QUALIFICATIONS The Montecito Union School District is beginning a Facilities Master Plan process. The District needs a Facilities Master Plan to include a comprehensive review of facilities needs including alterations for 21st century schools. The Facilities Master Plan anticipates facilities review including: existing facility conditions and recommendations, costs for modernization and new construction, plans for housing special programs, administrative and support facilities planning. The district is seeking an Architectural firm and its consulting engineers with a proven record of experience in Facility Master Planning for public schools. **Scope of Services:** Services shall include, but not necessarily be limited to those outlined below: - Structured Facilities Assessments, including engineering team site assessments of school grounds and all major building systems and components. - School Staff and Community participatory process for providing input on facility needs including improvements for 21st century schools. - Preparation of Facilities Criteria for condition assessment and priority ranking. Include review with District staff and presentations. -Preparation of cost estimates to complete alterations, new construction, and system/component upgrades. - Final Documents issued to District and presentation to Board of Trustees. **Firm Qualifications:** The District seeks firms with a demonstrated history of successful Facilities Assessment and Master Planning Services, including preparation of Facilities Master Plans, including cost estimates, for California school districts. Firms must have a fully developed facilities assessment system and participatory design process, which has been used by the firm in completing comparable Facilities Master Plans in California School Districts. **Selection Criteria:** - Demonstrated history of completing comparable Facilities Master Plans for California Public School Districts. Provide experience with a minimum of three completed plans including facility assessment. - Engineering and architect team comparable experience, and work history on Facilities Master Plans for California School Districts. - Comparable cost estimating experience and cost model options development experience. - Project history of coordinated work in prioritizing projects and working cooperatively with Districts and other consultants in the preparation of overall Facilities Master Plans. **SUBMISSION CRITERIA** Submitting firms shall respond to each item listed below. Additional information may be submitted but responders are requested to submit only relative material that best illustrates the firm's work. Provide 7 copies of submittal packets. 8-1/2 X 11 and 11 X 17 fold-out format only. If color plates are used, all copies shall include color. **1. COVER LETTER - LETTER OF INTEREST** Provide full name of the firm, mailing and physical address, telephone, fax, and e-mail address, web site if applicable, and the name of the Principal to be contacted. Provide a brief statement of interest. **2. BRIEF HISTORY OF**

FIRM Provide information as to the history and longevity of the firm; include the number of years in business, any previous firm names, size of the firm, and basic in-house services provided. **3. RELEVANT EXPERIENCE** 3.1 Demonstrate the firm's design experience and involvement in the building and or renovation of public elementary school projects including completing Facilities Master Plans. Provide examples of meeting each of the referenced Qualifications and the Selection Criteria listed above. Provide a client reference list of your five (5) most recent projects of similar size and complexity. Include project name, location, and name and telephone number of contact person. 3.2 Demonstrate the firm's design experience in additions and renovations of projects other than public schools of a similar scale and complexity. Demonstrate the firm's ability to create an integrated facility. 3.3 Provide a list of all public and private school projects completed or currently under construction within the past five (5) years. Include project name, location, and name and telephone number of contact person. 3.4 Provide a sample of the firm's school designs. (8-1/2 X 11 and 11 X 17 format only). **4. PROJECT TEAM** Identify key team members; provide qualifications and experience levels of each member. Provide resumes of key team members and indicate their role within the team structure. Note: Key team members identified in this RFQ will be expected to be involved throughout the project should the firm be selected. **5. FIRM RESOURCES** Provide a list of all in-house services offered by the firm. (i.e., structural or other engineering, landscape architecture, graphics, etc.). Demonstrate the firm's and the team's experience in the approval process with the Department of the State Architect (DSA). Illustrate your familiarity with the structural, life safety, and accessibility departments within the DSA. **6. ACCURACY OF ESTIMATED COST / DESIGN** Provide a list of the firm's last five (5) school projects indicating the firm's record of closeness of estimated to actual costs of design and construction with the following information clearly delineated: Project name; location; contact information (if not a project listed in item 3 above); estimated construction cost; awarded bid amount; final construction cost; total number and amount of change orders: breakdown into number and amount related to owner changes, number and amount related to unforeseen conditions, and number and amount related to the services provided. **7. FEE STRUCTURE** Although the fee will be negotiated at a later date, please provide an over view of the fee structure your firm would propose to the District. (i.e., percentage of construction cost, fixed fee, etc.). The District will provide the form of contract. JULY 20, 21, 24 / 11 -- 42673