

REQUEST FOR QUALIFICATIONS/PROPOSALS

ARCHITECTURAL / ENGINEERING SERVICES

MARTINEZ UNIFIED SCHOOL DISTRICT

April 8, 2011

INTRODUCTION

The Martinez Unified School District is requesting qualifications from architectural/engineering professionals experienced in renovation and construction of public school facilities. The selected firm (or firms) will work with the Assistant Superintendent, Business Services on behalf of the Board of Education, Superintendent, select Site Committees, Site Administration and the District's Construction Management firm, RGM and Associates.

BACKGROUND

The District has passed Measure K a \$45 million School Bond in the November 2, 2010 election. Additional work may follow with the receipt of State matching funds.

The selected firm (or firms) will be expected to work with the District and Construction Manager to program all projects under a basic services agreement and to prioritize projects pursuant to available funds. The scope includes:

- Alhambra High School – Campus Modernization
- Alhambra High School – Performing Arts Building Classroom Expansion
- District Sites
 - Technology and low voltage system upgrades and replacement
 - Mechanical system upgrades and replacement
 - Various expansion, modernization, and maintenance projects

SUBMITTAL REQUIREMENTS

The successful firm (or firms) shall demonstrate an ability to work in coordination and communicate effectively with a variety of planning groups and decision-makers, i.e., Board of Education, Superintendent, Director of Facilities, Site Administration and Staff, School Site-based Advisory Committees, Construction Management Firm (RGM and Associates), and other technical advisors and consultants.

The successful firm (or firms) shall assume responsibilities, in conjunction with the CM, related to the project in working with various outside governmental agencies, particularly the State Department of Education, the Division of the State Architect, the Office of Public School Construction (OPSC).

Submittals Should Address The Following:

A. Cover Letter/Letter of Interest

Provide a cover letter/letter of interest of not more than one page. This document shall include the name of your firm, address, telephone numbers, fax number, and name of Principal to contact.

B. Firm Organization, Credentials, Background

Please provide a brief history of firm including:

1. Number of years in business
2. Location of office which will perform the work
3. List of Basic Services provided by the firm
4. List of Architectural / Engineering Services provided by the firm under Basic agreement (if applicable)

C. Relevant Experience

Please provide a list of up to ten of the most recent projects of similar scope and size including:

1. Project Name/location
2. Year complete/current status
3. Client Name (District Name)
4. Identification of funding source (State, Local, etc.)

D. Project Team

1. Identify key team members assigned to the project and provide their qualifications including on-site personnel.
2. Identify proposed consultants for this project. Include resumes and related experience for each member of these firms that may be assigned to the project.

E. Firm Resources

1. Technical capabilities
2. Cost estimate history and change order evaluation (show examples of recent cost estimate vs. actual bid amount, if available)
3. Project approach relative to this District
4. Experience developing schedules and timelines
5. Experience in working with state agencies

F. Client Satisfaction/References

1. Provide letters of references
2. Has your firm ever been terminated or replaced by another firm during the design or construction of any education and/or related project? If so, explain in detail and provide results any litigation/claims on the project.
3. Provide a statement of the firm's financial stability.
4. Provide a list of at least four educational client references for which your firm has performed similar services. References will include:
 - a. District Name and address
 - b. Contact Name and telephone number
 - c. Identify project for referral

EVALUATION CRITERIA

- Experience in public school construction
- Experience and qualifications of proposed team members
- Ability to work with diverse decision makers
- Strength of client recommendations
- Local (City, County, Regional) experience

SELECTION PROCESS

Concurrent with the issuance and timeline for responding to the subject RFQ, the District is establishing selection committee members to start with the paper screening and interview processes. It is anticipated that selection committee reviewers will be compiled of one or more members of the following:

- District Administration
- Site Administration
- Site Staff
- Construction Management Firm
- Community Members
- Governing Board

One or more firms will be selected to design, coordinate, and administer these projects on behalf of the Martinez Unified School District.

TIMELINE FOR SELECTION

The District anticipates expediting the selection process as quickly as possible.

Issue RFP	April 8, 2011
Qualification Statements Due	April 29, 2011
Interviews/Presentations (Semi-finalist to District Committee)	TBD**
Recommendation to Board	TBD**

Selection committee members and processes for selecting Firm(s) may vary at the District's sole discretion.

** Timeline criteria are preliminary and will be finalized by the District Committee at a later date.

SUBMITTALS

Five (5) copies of the submittal package should be received by **2:00 PM** on April 29, 2011. Submittals received after this date and time will not be accepted by the District. The District reserves the right to reject any and all proposals. Any attempt to contact Board members may result in disqualification.

Deliver Proposal to:

Martinez Unified School District
Liz Robbins, Chief Business Official
921 Susana Street
Martinez, CA 94553
Phone: (925) 335-5925
Fax: (925) 335-5961

Refer all inquiries concerning this RFP to:

Jon Novero, Construction Manager

RGM and Associates

3230 Monument Way

Concord, CA 94518

Phone: (925) 766-0101

e-mail: jon@rgmassociates.com

FEE OUTLINE

Proposed fee structures shall be included in your proposal to the District for the type of projects identified in the RFP. The proposal shall outline programming, schematic design, design development, construction document and project administration/ close-out fees. The Proposer shall provide an overview as to its change order philosophy and how the firm proposes to address value added and non-value added changes in the work.

LIMITATIONS

The District reserves the right to redefine its' priorities, adjust budgets and modify projects 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 Proposal does not commit the Martinez Unified School District to award a contract or to reimburse the proposer for costs incurred in submitting this proposal. The Martinez Unified School District reserves the right to reject any or all proposals received as a result of the request, to negotiate with any proposer, to extend the submission deadline, or to amend or cancel in part or entirety this Proposal, if it is in the best interest of the Martinez Unified School District.

Martinez Unified School District
Liz Robbins, Chief Business Official