



SOLANO COUNTY OFFICE OF EDUCATION

REQUEST FOR QUALIFICATIONS PROFESSIONAL DESIGN SERVICES

April 26, 2012

SECTION 1 – INTRODUCTION

The Solano County Office of Education School Board (SCOE) is seeking local (within a 100 mile radius) qualified providers of architectural and engineering services for new construction and modernization projects. Approval of financial hardship applications are providing funding for the design of modernization and new construction facilities in Solano County for SCOE's educational programs. SCOE has eligibility applications pending for a combination of twelve (12) modernization and new construction portable/relocatable building projects within the County Office of Education. It is SCOE's intent to select three (3) to five (5) firms to be placed on an approved list for assignments over the next ten (10) to twelve (12) years. Assignments will be based on the suitability of the specific project type with a firm's experience, references, availability and track record to perform work within given timelines and budget constraints.

Written applications are due in the Solano County Office of Education Facilities Department, Bldg. 4, 2460 Clay Bank Road, Fairfield CA. 94533 by 4:00 p.m. on May 17, 2012. SCOE expects to approve the selected firms at the June 27, 2012 Board meeting.

All teams applying will be required to comply with State of California 5% DVBE participation or good faith effort, as all of the projects are funded by State Facilities Program funds.

SECTION 2 – QUALIFICATIONS

The written application should address the applicant's qualifications in each of the areas outlined in the next paragraph. It should also clearly identify the business relationship between various firms involved in the application (e.g., consultant, joint venture, association), and what entity will enter into the contract with SCOE. Key personnel who will be working on SCOE projects should be identified, where possible, and resumes should be limited to these personnel. Finally, an unrestricted narrative supported by sketches, drawings, photographs or other graphic material will be permitted at the applicant's discretion.

The following areas of applicant qualification should be demonstrated for the A-E firm and its key consultants. Please tab accordingly:

- General range and level of experience in new construction and modernization projects.
- Specific experience with K-12 public school projects in California (CA).
- Specific experience with portable/relocatable buildings.
- Specific experience with County Office of Education school projects in CA.
- Experience with the Division of the State Architect (DSA).
- Experience with the Office of Public School Construction (OPSC).
- Experience with Financial Hardship funding constraints.
- Experience with Lease Lease-back method of delivery.

Paper screening and interviews will be conducted by a panel of SCOE staff, and consultants. Applicants selected for interviews will be advised regarding interview format at the time of notification.

SECTION 3 – SUBMISSION REQUIREMENT AND SCHEDULE

3.1 Format

The response to this Request for Qualifications (RFQ) is to be a written Statement of Qualification describing the qualifications of the firm to provide the software and services along with references.

3.2 Anticipated Schedule

<i>EVENT</i>	<i>DATE</i>
Release A/E RFQ Document	4/26/2012
Deadline for Questions	5/9/2012
Receive Statement of Qualifications	5/17/2012 by 4:00p.m.
Evaluate Statement of Qualifications	Week of 5/21/2012
Interviews (if necessary)	Week of 6/11/2012
Final Selections and Notifications	Week of 6/18/2012
Board of Trustees Approves A/E Firms	6/27/2012

3.3 Requirements

Maximum length of the submittal shall be **forty-five (45) pages** on 8 ½ x 11 sheets, single-sided. 45-page limit includes cover letter. Sample documents may be included in an appendix.

Submit **seven (7) copies** of the firms' Statement of Qualifications to:

Mr. Alton Gay
Solano County Office of Education
Director, Facilities, Maintenance, Operations and Transportation
2460 Clay Bank Road
Fairfield, CA 94533
Telephone: 707-399-4860

3.4 Submittal of Proposal

Submittals should be verified before submission. Adjustments will not be permitted after submission to SCOE. SCOE will not be held responsible for errors or omissions on the part of the firm in the preparation of the submittal.

3.5 Signatures

Submittals' cover letters must be signed by a representative of the firm with authorization to bind the firm by contract. Authorized signature acknowledges the information contained within the proposal to be true and accurate.

3.6 Disqualified Statements

Any submittal received by SCOE after 4:00 p.m. on May 17, 2012 will be refused and returned.

3.7 Withdrawal of Submittal

Firms may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

3.8 Contact

Firms interested in making a submittal are directed not to make personal contact with members of SCOE Board members. Any contact will constitute grounds for disqualification. Questions regarding the RFQ should be directed to:

Mr. Alton Gay
Solano County Office of Education
Director, Facilities-Maintenance and Operations
2460 Clay Bank Road
Fairfield, CA 94533
Telephone: 707-399-4860
agay@solanocoe.net

3.9 Rights of SCOE

SCOE reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information provided in the submittal.

This RFQ does not commit SCOE to award a contract or pay any costs incurred in the preparation of a response to this RFQ. SCOE reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFQ. SCOE further reserves the right to select the firm that it considers to be in the best interest of the District. The District reserves the right to reject all submittals, or to waive any irregularities or informalities in the submittal process.

3.10 Fee

Fee negotiations will be conducted on a project-by-project basis prior to project assignment.

3.11 Insurance Requirements

SCOE would expect any firm submitting a Statement of Qualifications to be able to meet the following insurance requirements:

Workers' Compensation:	\$1M/minimum limit
Commercial General Liability:	\$1M/ ea. occurrence, \$1M/aggregate
Professional Liability:	\$1M/per claim, \$1M/aggregate

SECTION 4 – MANDATORY ELEMENTS AND SEQUENCE OF STATEMENT OF QUALIFICATION

The selection criteria will be based on the total score for Section 4 with consideration given to company background, experience and references.

4.1 Cover letter and Introduction

- 4.1.1 Company Name
- 4.1.2 Address
- 4.1.3 Contact Name
- 4.1.4 Confirm if firm is an individual, partnership, corporation, or joint venture

4.2 Company Background

- 4.2.1 General Information
- 4.2.2 Number of Employees
- 4.2.3 Years in Business
- 4.2.4 Years' Experience with K-12 Public Schools
- 4.2.5 Name(s) of Owners
- 4.2.6 Home Office Location
- 4.2.7 Local Office Location
- 4.2.8 Types of License Held
- 4.2.9 License Numbers
- 4.2.10 Primary Business Types
- 4.2.11 Market Areas
- 4.2.12 Website Address
- 4.2.13 Identify Contact Person Including Phone, Fax and Email

4.3 Experience and References

Provide a reference and brief description of five (5) of the firm's experience in similar projects, preferably California K-12 school districts and County Office of Education projects. Please provide:

- 4.3.1 Owner's Name
- 4.3.2 Contact Name
- 4.3.3 Address
- 4.3.4 Phone
- 4.3.5 Contact Email
- 4.3.6 Project Name
- 4.3.7 Project Description/Type
- 4.3.8 Project Value
- 4.3.9 Project Dates
- 4.3.10 Names and phone number of Owner's Representative
- 4.3.11 Name and phone number of school principal
- 4.3.12 Name of Design Firm Staff Assigned to Project

4.4 Proposed Civil, Structural, Mechanical, Electrical, and Specialty Consultants

- 4.4.1 Note length of time the engineering consultant has been working with the architectural firm.
- 4.4.2 Include resumes and related experience for members of subconsulting firms who will be working on SCOE projects.

4.5 Office of Public School Construction (OPSC), Division of the State Architect (DSA), California Department of Education (CDE) and state-funded school project experience

4.6 Firm's Quality Assurance / Quality Control Process

4.6.1 Firm's approach to obtaining the highest possible quality of bid documents. Be specific about your methods of consultant coordination and internal quality control.

4.6.2 Experience with Outside Plan Reviewer

4.6.2.1.1 Describe proven ability and willingness to work with an outside plan reviewer, including making changes in the plans and specifications based on the review.

4.7 Experiences with Program Management (PM) and Lease-Leaseback Delivery Method

4.7.1 List names and phone numbers of PM representatives on projects referenced; list names and phone numbers of PM representatives of projects utilizing the Lease-Leaseback delivery method.

4.8 Ability to Perform

4.8.1 Ability to complete documents within aggressive time frames.

4.8.2 Ability to obtain timely approvals by DSA, OPSC and California Department of Education (CDE).

4.8.3 Ability to keep project designs within defined budgets.

4.8.4 Ability to produce high quality, complete and fully coordinated documents.

4.9 Staffing

4.9.1 Resumes of key personnel

4.9.2 Resumes of Proposed Project Team

4.10 Litigation

4.10.1 Within the last five (5) years, have you ever initiated litigation against a client on a public school project?

4.10.2 Within the last five (5) years, has a client ever initiated litigation against your firm?

4.10.3 If the answer to either question is yes, please give details including nature of dispute, ultimate resolution of dispute, and names of references who can verify information provided.

4.11 Termination

4.11.1 Have you ever been terminated by a client?

4.11.2 If so, please indicate why and provide names and phone numbers of references who can verify the information provided.

4.12 Attachment "A" – Statement of Non-Conflict of Interest Form, attached hereto

Please email questions related to this Request for Qualifications to Alton Gay, Manager, Facilities, Maintenance, & Operations. agay@solanocoe.net.

ATTACHMENT A

SOLANO COUNTY OFFICE OF EDUCATION

STATEMENT OF NON-CONFLICT OF INTEREST

The undersigned, on behalf of the consulting firm set forth below (the "Consultant"), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualifications shall do so as an independent contractor and not as an officer, agent or employee of SCOE. The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the SCOE within the past two (2) years; (2) the Consultant has not been a source of income to pay any employee or officer of the SCOE within the past twelve (12) months; (3) no officer, employee or agent of the SCOE has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the consultant Agreement; and (4) the consultant shall receive no compensation and shall repay SCOE for any compensation received by the Consultant under the Consultant Agreement should the consultant aid, abet or knowingly participate in violation of this statement.

Signature _____

Printed Name _____

Title _____

Date _____