

VENTURA UNIFIED SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS/PROPOSALS



Architectural Services for Pacific High School CTE Agriculture Program

The Ventura Unified School District seeks a highly qualified architectural firm to provide design and engineering services for the development of a 5-acre farm-lab at Pacific HS. These services will include, but are not limited to evaluation of existing facilities and site, design development, construction documentation and engineering, preparation of a preliminary budget, processing with DSA for permit and assistance during bidding, construction administration and project closeout.

I. DISTRICT OVERVIEW

Ventura Unified School District is the third largest district in Ventura County, and is located on the California coast 63 miles northwest of Los Angeles. Approximately 17,000 students in Pre-School through Adult Education receive a rigorous, standards-based curriculum from dedicated and highly qualified professionals. The district is comprised of Ventura Neighborhood for Learning, early childhood programs, 16 elementary schools, 1 K-8 school, 4 middle schools, 3 comprehensive high schools, 1 independent study high school, 1 continuation high school and a robust adult education program, as well as other education support facilities. More information about VUSD is available at www.venturausd.org

II. PROPOSAL DUE DATE AND TIME

Deadline for Submitting Qualifications/Proposals

Date/Time: May 22, 2020 at 4:00pm

Attention: Genevieve Gilmore

Location: DROPBOX <https://www.dropbox.com/request/t6bY33eCTTSF0u1IRzCa>

III. PROJECT DESCRIPTION

The District, in collaboration with Ojai Unified School District and Ventura College, has been approved for a K-12 Strong Workforce Grant for our Career Technical Education program in Agriculture Business and Plant and Soil Sciences. Part of this grant includes the development of a 5-acre farm-lab at Pacific High School in Ventura.

The Farm-Lab Project concept includes construction of agricultural field space, an orchard, greenhouse and modular support buildings. The modular support buildings shall consist of (2) modular classrooms, a hydroponics lab, restrooms, office and storage area. The project will be built on the Pacific HS field space and modular buildings will be set on the adjacent under-utilized hard court area. The construction budget for this project is \$1,200,000.00.

This District would like to proceed with design and construction in a timely manner. This project will not be restricted to summer construction.

IV. CONTACT PERSON

Questions regarding this RFQ/P shall be directed to the following contact, no later than May 14, 2020

Terri Allison, Facilities Planner
Facilities Services Department
Ventura Unified School District
Telephone: 805 289-7981 ext. 1002
Email: Terri.Allison@venturausd.org

V. EXPERIENCE

The District is seeking to select one (1) firm. Firms must have extensive experience with the Office of Public School Construction (OPSC) and the Division of the State Architect (DSA) and other agencies related to building and construction in the public sector. Firms must have extensive experience with the California Code of Regulations. Experience in design of agriculture support facilities preferred.

VI. SCOPE OF SERVICES

The services for this project will be full service architectural, landscaping and engineering services.

1. Design Development, Construction Documentation and Bidding Phases:

- Review and validate existing conditions at the proposed site as well as "as-built" documentation of the relevant existing facilities, and utilize these in the preparation of the design documents.
- Develop alternative approaches to the design concepts as appropriate, and prepare programming design documents including cost estimate and basis of design as appropriate.
- Develop and finalize the chosen schematic design, including accurate cost estimate and basis of design, identify milestone activities and dates.
- Prepare outline specifications of that may include proposed architectural, structural, mechanical, electrical, civil, and landscape materials, systems, and equipment and their criteria and quality standards.

- Basic design phase services will include the following disciplines: Civil, Architectural (including landscaping specialist), Mechanical-, Plumbing, Electrical, Telecommunications (voice, video and data), Cost Estimator, and all other upper-division disciplines necessary for a complete facility.
- The Architect shall consult with the District's licensed surveyor as required for topographic and civil surveys.
- From accepted deliverables, prepare design development and construction document design from all professional disciplines necessary to deliver the Project(s), including without limitation: complete site plans, scaled floor plans, Structural drawings if necessary, elevations, mechanical load calculations, mechanical equipment and electrical fixture locations and schedules, site utilities, landscaping and access improvements; identify all fixed equipment to be installed in Project.
- Submit design documents to District, DSA, and other government entities and/or utility providers as required for plan checks and approvals.
- Assist the District in Bid Phase by such duties as preparing addenda and other documents as required; review and assist District with construction bid contracts and documents.

2. Construction Administration and Close- Out Phases:

- Work closely and cooperatively with the District's Construction Program Manager and Facilities Director and other key stakeholders throughout the construction of the facilities for the orderly and timely completion of the the project.
- Provide construction administration support through submittal review, response to contractor request for information, review the work for conformance to quality standards, coordinate, and assist with construction completion and acceptance.
- Without additional compensation, correct or revise any errors or omissions in Architect's studies, reports, projections, master plans, design, drawings, specifications, and other services for District review.
- Review and advise on contractor-submitted change orders as appropriate.
- Prepare record drawings from contractor "as-built" documents. Provide PDF drawings of "as-built" drawings as part of closeout as appropriate.
- Review and advise on contractor submitted closeout documents as appropriate.
- Assist the District with the preparation of all required agency and governmental close out documentation.
- Obtain, prepare, coordinate and submit documents as required for DSA review and final certification of projects.

3. Meetings:

- Throughout planning and construction, a series of coordination meetings in each phase of the project shall be required and Architect shall attend, take part in, and, when indicated, lead such meetings.
- Weekly construction meetings will be required during the construction phase. The architect shall keep meeting notes and create meeting minutes for all construction meetings.

VII. TENTATIVE SCHEDULE

Advertise Request for Qualifications/Proposals (RFQ/P) Date:	May 1, 2020 and May 8, 2020
Last date for questions/clarifications:	May 14, 2020
Due date for RFQ/P:	May 22, 2020
Anticipated Interview date(s):	May 28, 2020 – June 5, 2020
Negotiate Contract:	Week of June 8, 2020
Board of Education Award of Contract:	June 23, 2020
Firm Begins Work:	July 1, 2020
DSA submittal:	October, 2020
DSA Permit:	December, 2020
Bidding:	January, 2021
Begin Construction:	March 2021

VIII. SUBMITTAL REQUIREMENTS AND FORMAT

1. General Information

- Each organization submitting a RFQ/P shall submit one (1) electronic copy via dropbox at <https://www.dropbox.com/request/t6bY33eCTTSF0u1IRzCa>
- Submittals shall be signed by an authorized individual or officer of the firm submitting the statement.
- Submittals may be withdrawn by the firm submitting the statement at any time prior to the closing date and time for receipt of statement.

- In order to control information disseminated regarding this RFQ/P, organizations interested in submitting proposals are not to make personal contact with the members of the Governing Board and District Administration with the exception of the individual listed below:

Terri Allison
Telephone (805) 289-7981
Email: Terri.Allison@venturausd.org

- The Board of Education of the Ventura Unified School District reserves the right to accept or reject any or all submissions, to negotiate with any or all responsible submitters, and to waive any irregularity in the RFQ/P. Submitters shall be responsible for any and all expenses that may occur in preparing submittals and presentations.

2. Cover Letter of Interest

3. Table of Contents with page numbers identified

4. Firm Profile

- a. Name of firm, address, telephone/fax numbers and email address
- b. Contact person's name and title
- c. Type of business organization, i.e. sole proprietorship, partnership, corporation (identify the state in which incorporated)
- d. Number of current employees, including management
- e. Number of years in business of providing the Services

5. Consultant firm's statement of qualifications

- a. Provide a detailed description of your qualifications for specializing in the development of school and agricultural facilities
- b. Provide the name, title, experience and qualification of the officers and key individuals of the team. Provide resumes and qualification of team members, to include license number and expiration dates.
- c. Provide references with contact names and phone numbers for each similar/relevant project. References will be contacted.
- d. List recent experience of the firm in working with governmental entities in the planning and design of school facilities.
- e. Include the background, experience and success of the individuals on the proposed team regarding prioritizing projects and estimating costs.

6. Philosophy, Approach and Technical Abilities

Briefly explain the following:

- a. The team’s philosophy, organization structure and management plan for this project.
- b. The team’s control to insure adequate time dedicated to this assignment in conjunction with your office workload including ability to meet district deadlines.
- c. The team’s approach to the development of a project.

7. Financial Resources

- a. The firm must maintain a professional liabilities insurance policy (a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate). A Certificate of Insurance must be filed with the Director of Purchasing for the Ventura Unified School District prior to the execution of the contract. Such insurance will be required throughout the term of the contract.
- b. Provide credit references
- c. Provide amount of errors and omissions insurance and a summary of any claims over the past three (3) years

8. Sign Conflict of Interest Statement (attached)

9. Complete Certification (attached)

10. Cost of Services

- a. The proposal should include the total cost of services and cost by task and sub-section.
- b. Indicate the number of meetings and workshops your firm and any sub-consultants will be expected to attend with each task.
- c. Provide a list of hourly billing rates at each level of professional staff in your firm and any sub-consultant firm’s staff that will work on this project. Include the estimated hours for each professional staff member in your firm and sub-consultant’s firms to be employed on this project.
- d. The proposal shall be all-inclusive. The total fee must be expressed in an all-inclusive time and materials proposal with not-to-exceed cost, including but not limited to, all material, travel, reproduction, administrative, sub-consultant and sub-contracting and any and all overhead costs.

IX. EVALUATION OF PROPOSALS

VUSD will screen all proposals for compliance with this RFQ/P, and will select finalists from among the proposals submitted, based upon, but not limited to, the following criteria:

- Responsiveness of the proposal
- Qualifications and expertise of the firm, team members, and sub-consultants with similar projects
- Client references and firm's professional reputation, accuracy and timeliness of work, attitude working with community members, and client relationships
- Knowledge of applicable State and local laws and requirements
- Interpersonal skills and fit with the District
- Technical capabilities
- Location of office and accessibility to projects
- Oral interview and presentation
- Overall value and cost effectiveness

X. SELECTION PROCESS

The process that will be used by the District in selecting the team to perform the services as outlined in this Request for Qualifications/Proposal will be as follows:

1. Selection Committee

A Selection Committee will conduct thorough evaluations of each firm. The Selection Committee may be comprised of District staff and Consultants appointed by the District. Finalists will be required to attend an interview at which time the team will present their proposals and qualifications. Staff who will be managing and working on the project will be expected to attend and participate in the interview.

2. Fee Proposal and Negotiation

Scope of selected services may include all or selected parts of the identified tasks in the RFQ/P. Should negotiations on the consulting fee not result in an agreeable amount, the District will choose another team from the approved list of teams. Upon successfully reaching an agreement regarding the proposed fees, the selected team will be recommended to the Governing Board for approval.

3. Governing Board

The Board of Education will approve awarding a contract to the selected team.

XI. ATTACHMENTS

1. Statement of Non-Conflict of Interest

2. Certification

VENTURA UNIFIED SCHOOL DISTRICT

STATEMENT OF NON-CONFLICT OF INTEREST

While performing services for the Ventura Unified School District, this shall serve as certification that the firm is an independent contractor and its members are not officers, agents, or employees of the District, nor have they been since January 1, 2001. The Consultant hereby warrants that he or she has no business or financial interests that are in conflict with his or her obligations to the District and further agrees to disclose any such interest, which may be acquired during the life of an agreement with the District.

Signature

Printed Name

Title

Firm

Date

VENTURA UNIFIED SCHOOL DISTRICT

CERTIFICATION

I certify that I have read the attached Request for Qualifications/Proposals for Preparation of the Pacific High School CTE and Agriculture Program and the instructions for providing a response. I further certify that I must submit one (1) electronic copy via dropbox at

<https://www.dropbox.com/request/t6bY33eCTTSF0u1IRzCa>

and that I am authorized to commit firm to the qualifications submitted.

Signature Type or Print Name: _____

Title Company: _____

Address: _____

Telephone/Fax: _____

If you are responding as a corporation,

Date please provide your corporate seal here:

All materials submitted in response to this RFQ/P shall become the property of the Ventura Unified School District.