

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

Willits Unified School District

1277 Blosser Lane

Willits, CA 95490

May 26, 2021

REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

The Willits Unified School District invites proposals from qualified firms to provide architectural services to the District as described below.

Interested firms are invited to submit their proposals, which shall include three (3) originals of the requested materials, to:

Mark Westerburg, Superintendent of Schools

Willits Unified School District

1277 Blosser Lane

Willits, CA 95490

Questions regarding this RFP may be directed to the above contact person. All proposals shall be received on or before: **4:00 p.m., June 7, 2021**

This is not a formal request for bids or an offer by the District to contract with any party responding

to this request. The District reserves the right to reject any and all proposals.

Sincerely,



Mark Westerburg, Superintendent

Willits Unified School District

THE PROJECTS

Willits Unified School District

The projects include, but are not limited to, the development of architectural plans and related architect services for the re-construction/modernization of Willits Unified Schools for up to 1500 students in Willits Unified School District, California, and such other projects as may be assigned by the District.

The District reserves the right to request that the selected firm perform other tasks and projects not described above, or the District may choose one firm for one project and another firm for a separate task.

ANTICIPATED SCHEDULE

The following schedule has been established by the District for selection of an Architect for the projects currently being considered:

May 31, 2021 The District's announcement of the request for proposals and transmittal of the RFP to potential firms;

June 7, 2021 Letter of application, RFP and statement of qualifications due by architect firms;

June 8, 2021 Evaluation by the District of the applications and development of a "short List" of firms for District consideration;

June 9, 2021 Recommendation of the selected firm(s) and approval by the District Board of Trustees;
and

TBA Contract negotiations with the approved firm(s).

Up through approval by the Governing Board, this time line represents an initial screening by District staff. This time line may be revised as needed. Evaluations, selection and recommendation will be based on your firm's response, demonstrated competence and overall qualifications as presented in your

application and statement of qualifications. If contract negotiations are not successful with the approved firm, negotiations will commence with the firm next selected.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The District intends to select the firm that best meets The District's needs to perform the planning and design services as described in this Request for Proposals.

1. **RECEIPT OF PROPOSALS:** All proposals shall be sealed and delivered to the District Office of the Willits Unified School District, 1277 Blosser Lane, Willits, CA 95490 by the time and date specified in this Request for Proposals.
2. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The District Board of Trustees will accept the proposals or combination of proposals for the projects. The Board of Trustees of the District reserves the right to reject any and all proposals, or any or all items of any proposal.
3. **PROPOSAL FORM REQUIREMENTS:** All proposals must be typed and be responsive to the request for information stated in this RFP. No corrections can be made after the time for submitting the proposals.
4. **ASSIGNMENT PROHIBITED:** No contract awarded under this proposal shall be assigned except with the written approval of the Board of Trustees of this District. Any attempted assignment in violation of the provision shall be voided at the option of the District.
5. **FEDERAL OR STATE REGULATIONS:** The Architect's proposal and any contract entered into are subject to all applicable statutes of the United States and of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
6. **NON-DISCRIMINATION:** The Architect shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age or other impermissible basis.
7. **INSURANCE:** The Architect shall provide evidence of adequate general liability and professional liability insurance, as determined by the District and required by contract.
8. **CONTRACT REQUIREMENTS:** The Architect will be required to enter into an Agreement for Architect Services, which will be a District-provided document. A copy of the Agreement for Architect Services can be provided upon request.

PROPOSAL REQUIREMENTS: All materials submitted to the District in response to this Request for Proposal will remain property of the District. Your response may be considered a public record.

Your firm's Proposal shall include the following information:

1. Cover Letter
2. Name, address, contact numbers, email, website and a brief history of your firm.
3. Identify legal form, ownership, and senior officials of firm.
4. Detailed resumes of key personnel to be assigned to the project, including the identity of all proposed design team consultants. The District reserves the right, in its sole discretion, to request changes to the design team.
5. Provide relevant examples of project planning, coordination, scheduling, cost control, capabilities and techniques.
6. Provide related school-related projects/areas of expertise on which the team has performed work or had experience during the last five years.
 - a. In particular, list three (3) completed school or college projects that are similar in size and scope to what is proposed in this Request for Proposal. These representative projects must have been completed by the submitting firm. Identify the project name and location, its size and the date constructed.
 - b. Identify the total dollar amount for each project (total construction cost and the total fee paid to the architect).
 - c. Include the bid results for the three (3) representative projects.
 - d. Include a list of the total change orders for each of the three (3) representative projects
 - e. Include a list of references including contact names and telephone numbers for the three (3) representative projects.
7. Providing estimated billing rates and prices for providing the services required.
8. Describe your experience in working with DSA and OPSC and your ability to assist the District in the entire application process.

EVALUATION AND SELECTION PROCESS

The district's selection committee will perform the selection process in the following manner:

1. **Qualification Phase:** Receive and review Proposals and select a "short list" of finalists or a finalist for the Board of Trustees to consider.
2. **Interview Phase:** The selection committee reserves the right to interview finalists or a finalist prior to recommendation to the Board of Trustees.
3. **Approval Phase:** The District Board of Trustees will vote to approve an Architectural firm and the related contract.

The following criteria, in no particular order, will be used in evaluating and selecting the prospective firm:

- a. Clarity of submittal and responsiveness to the RFP.
- b. Project Team- Qualification, education, and relevant experience of the key team members, including all member of the design team.
- c. Project Management- Project planning, coordination, scheduling, cost control, capabilities and techniques.