

A. INTRODUCTION:

The William S. Hart Union High School District will conduct its design program in a manner best serving the interest of the District and its constituents. Prime elements of the interest are:

1. Support of the educational program.
2. Value.
3. Serviceability and sustainability of structures.
4. Design standards policy adherence.
5. Comprehensiveness of services.
6. Timeliness of delivery.
7. Total cost of projects and cost containment

It is the intent of this Request for Qualifications (RFQ) to establish the specifications for the selection of multiple professional architectural firms to provide architectural and engineering services to the William S. Hart Union High School District. **All Statements of Qualifications shall not exceed 35 pages and be in the form and formatted as specified in this RFQ section titled “Proposal Format and Content”.**

Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.

B. SCOPE:

The Governing Board of the William S. Hart Union High School District is seeking qualified providers of architectural and engineering services for grade 7-12 school facilities including construction of a comprehensive high school, modernization and expansion of two junior high schools and a high school, and construction of performing arts auditoriums at two existing high schools.

Construction of a High School in Castaic, California

Construction of a comprehensive high school that includes classrooms, administrative and counseling office, library, gymnasium and locker rooms, performing arts auditorium, athletic facilities, football stadium, and food services for a large student body of 2,600 students. The school will also include a central power plant, sustainable materials and mechanical systems, and green school applications.

Modernization of Hart High, Sierra Vista Junior High, and Placerita Junior High

These projects will include both modernization of existing facilities as well as construction of new classroom buildings, library, and other core facilities. Improvements to hardscape and landscape as well as irrigation systems will be included. Particular attention must be given to phasing these projects to accommodate the instructional program and minimize impact.

Construction of Performing Arts Auditoriums

Performing arts auditoriums that will seat at least 400 people are planned for each of two existing high schools. Each auditorium will seat a minimum of 400 people and include, stage rigging for theater arts, sound and lighting for a wide variety of performing arts, a set construction shop, dressing rooms, foyer, ticket booth, and restrooms. These facilities will include professional quality sound and lighting systems and will be designed to accommodate a wide variety of school and community events.

C. FORMAT AND CONTENTS OF STATEMENT OF QUALIFICATIONS (SOQ)

Qualifying applicants must have all the following points:

1. Qualifications (100 points)

- a. Provide a description of qualifications and strengths the firm believes will single it out as the best qualified to accomplish the named projects.
- b. Provide a list of offices or field offices within 50 miles of the Hart District.

2. Understanding of and Approach to the Projects (100 points)

- a. Provide a summary of your approach to projects.
- b. List the required information expected from the District by major task.
- c. Indicate participation the firm will require from the District staff.
- d. Provide a description of the organizational structure and staffing to be used for projects, including an organizational chart.

3. List of Similar Completed Projects (200 points)

- a. Provide a description of school projects completed (constructed) within the last five years of similar scope and complexity to those described in Section B, "SCOPE."
- b. Provide a list and description of school projects currently under design of similar scope and complexity to those described in Section B, "SCOPE."
- c. Provide a list and description of school projects currently under construction of similar scope and complexity to those described in Section B, "SCOPE."

4. Resumes of Individual (100 points)

- a. Provide the resume of Project Architects who could be assigned to Hart District projects and a list of projects he/she completed within the last Five years.

- b. Provide the resume of the specific individual from the structural consulting firm to be assigned to the project and list of projects he/she completed within the last five years.

5. Experiences in Controlling Project Cost/Design Schedule (300 points)

- a. Provide a statement of the firm's philosophy with respect to cost and budget control during the design phase of the project, demonstrating experience and ability to design to a given budget.
- b. Provide a project cost summary for each school project completed (constructed) within the last five years indicating:
 - 1. The date the design contract was awarded.
 - 2. Construction budget established at the program level.
 - 3. Construction budget at the schematic design phase.
 - 4. Construction budget at the design development phase.
 - 5. Construction budget at the construction document phase.
 - 6. If re-bid was necessary.
 - 7. Awarded amount.
 - 8. Construction start and completion dates.
 - 9. Summary of change order history for each project identifying the reason for the change order (i.e. owner request, errors, omissions, site conditions).
 - 10. Name, address and telephone number of:
 - a. Owner representative who was directly involved during the construction phase.
 - b. Superintendent and contracting firm that performed the work.
 - 11. List and amount of pending and/or resolved claims, if any, associated with the above projects.
- c. Amounts and carriers of both general and professional liability Insurance.

6. Quality Control (300 points)

- a. Provide an outline of quality control and in-house procedures to coordinate the work of your consultants during the design phase of the project. The outline should describe: your system of compiling information; frequency of team meetings; method of documenting team meetings; procedures for distributing information to team members; and procedures for verifying and guaranteeing that approved items are incorporated in the final Construction Documents.
- b. Provide a statement as to how you will manage the flow of information between members of the team: the District, users of the facility, the public, the District's consultant and your consultant.

- c. Provide a description of your project close-out procedures. Include information showing the number of days needed for close-out (number of days between the official Notice of Completion and certification from DSA) on each project completed in the past five years.

7. Technology and School Design (200 points)

- a. Provide a general statement as to how your firm intends to incorporate the District's technology plan into the design.
- b. Provide evidence and specific examples of how your firm has designed school facilities that contribute to improved learning and academic achievement among all students.
- c. Provide general information about how your firm uses sustainable and green designs.

8. List of References (200 points)

- a. In addition to references required under "Experiences in Controlling Cost/Design Schedule", provide client references from recent related projects (within the last five years), including name, address and phone numbers of District Superintendents and Assistant Superintendents of Business.

D. BASIS OF AWARD:

The District will be selecting multiple firms for A/E services for projects listed in Section B "SCOPE" based on criteria and guidelines established by the District. A Selection Committee will conduct an evaluation of submitted "Statements of Qualification (SOQ)" and select firms for interview. Following interviews and reference checks, the Selection Committee will recommend to the Governing Board a list of A/E firms for District projects. The selections will be based on a careful evaluation and demonstrated competence as well as the best interests of the District as determined by the Selection Committee.

Successful A/E firms must demonstrate experience and superior performance within five years prior to the date of this RFQ on the types of projects listed in Section B "SCOPE:"

The successful providers must demonstrate extensive experience and knowledge in dealing with the Division of State Architects (DSA), California Department of Education (CDE), Office of Public School Construction (OPSC), as well as local and responsible agencies.

The successful providers must show a demonstrated ability to predict, estimate, and control project costs during the design phases of the project.

The successful providers must show a demonstrated ability to meet established project design milestone dates.

F. REQUESTS FOR INFORMATION (RFI):

All requests for information must be submitted in writing via email. All RFQ holders will receive answers to all questions submitted via email. Any oral response to such request or oral representation by any employee or representative of the District will not alter the terms of this RFQ or any subsequent agreement or contract entered into between the successful A/E firm and the District. **Please email questions related to this Request for Qualifications to Leigh Hansen, Supervisor of Purchasing, Lhansen@hartdistrict.org.**

The District advises that prospective firms periodically check the website and/or other Request for Information email responses for modifications to the RFQ. The District is not responsible for a prospective firm's misunderstanding of the RFQ or nonresponsiveness due to failure to check the website for updates, responses to Requests for Information, or addenda to the RFQ, and/or other information regarding the RFQ. Failure to periodically check the website will be at the firm's sole risk.

Interested firms shall not contact District staff or Governing Board members with questions or suggestions regarding this RFQ. Any undue pressure or badgering of District's personnel may result in disqualification of the proposer.

G. ADDENDA:

The District reserves the right to issue such addenda to the RFQ, as it may desire at any time prior to the time fixed for receiving proposals. A copy of all such addenda will be promptly mailed or sent by email or facsimile to all potential firms who have been issued a copy of the RFQ. Answers to questions asked will be recorded and responses mailed to all RFQ holders. Only written and distributed addenda will serve to alter or modify any terms of this Request for Qualification or any subsequent agreement or contract entered into between the A/E firm and the District. It is the responsibility of each bidder to verify that all Addenda have been received and incorporated into the bidder's proposal.

H. CALENDAR OF EVENTS:

The following is a schedule of events which the District intends to follow. These dates are considered flexible at this time.

January 22, 2010	Issue RFQ
January 29, 2010	Orientation - Meet at Administrative Center 1:00 p.m.

	Wm. S. Hart Union High School District 21515 Centre Pointe Parkway Santa Clarita, CA 91351
February 16, 2010	Last day for any Requests for Information (RFI) 3 PM
February 26, 2010	Statement of Qualifications (SOQ) due by 3:00 p.m.
March 12, 2010	Firms selected for interview contacted
March 18-19, 2010	Interviews of selected firms

I. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL AND SELECTION PROCESS

1. Statement of Qualifications (SOQ), consisting of twelve (12) copies must be received by mail, recognized carrier, or hand delivery not later than:
3:00 P.M. on February 26, 2010

**William S. Hart Union High School District – Spirit Court Bldg.
Attn: Leigh Hansen
26308 Spirit Court
Santa Clarita, CA 91350-2948**

Late proposals will not be considered.

2. Costs of preparation of SOQ will be borne by the proposer.
3. Selection of qualified firms will follow an approved District procedure for awarding professional contracts.
4. This request does not constitute an offer of employment or a contract for services.
5. The District reserves the option to reject any or all proposals, wholly or in part, received in response to this request.
6. The District reserves the option to retain all proposals, whether selected or rejected; or costs for returning proposals will be the responsibility of the architectural firm.
7. The District reserves the right to select firms for inclusion on the approved list of A/E firms which, in the judgment of the District, best accomplishes the desired results.
8. The method of selecting a consultant shall include procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price to the District.

9. If the District decides to interview an applicant, a tour of project school sites may be arranged. The District encourages all Consultants responding to the RFQ to attend the Orientation Meeting.
10. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers. All communication between proposer and the District shall be through the Supervisor of Purchasing.