

Little Lake City School District
Request for Qualifications
Architectural and/or Engineering
Services

I. OVERVIEW

- A. The Little Lake City School District (“District”) seeks to solicit experienced firms specializing in architectural design and/or engineering services for K-12 school facilities to submit qualifications for the purposes of establishing Little Lake City School District an Architecture Firm for projects throughout the District.
- B. Selection of a firm will be based on their ability to meet and exceed the criteria established within the District’s RFQ.
- C. Once the consultant pool has been established, the District anticipates issuing an informal Request For Proposals (“RFP”) for specific projects. The RFP will likely only be issued to firms that are in the District’s established pool. However, the District reserves the right to issue the RFP to only a sub-set of firms in the pool, to issue the RFP on a wider basis, or to contract directly with a firm that is in the pool as a result of its response to this RFQ. If a firm is selected to provide services, they will be required to execute an agreement with the District.

II. REQUEST FOR QUALIFICATION DUE DATE AND TIME

Date: Friday, April 29, 2022

Time: 2:00 PM

Location: Little Lake City School District– Maintenance, Operations and Facilities Department
10515 South Pioneer Blvd
Santa Fe Springs, Ca 90670

III. BACKGROUND

- A. Located in Los Angeles County, California, the Little Lake City School District is committed to the highest quality educational experience for its students. The District has five (9) school sites which includes seven (7) elementary schools and two (2) middle schools.

IV. ANTICIPATED PROJECTS

- A. Potential future projects may include:
 - 1. Site Work Improvements
 - 2. HVAC Replacement
 - 3. Interior Modernization
 - 4. Roofing Replacement.
 - 5. Playground Improvements.
 - 6. District Wide Painting.
 - 7. Portable to Permanent Classroom Building Program.

V. BASIC REQUIREMENTS

- A. The District is seeking services from professional architectural and/or engineering firms, licensed in the State of California, to provide architectural and/or engineering services for a variety of future District projects.
- B. Firms responding to this RFQ must be appropriately licensed.
 - 1. Architect shall mean an architect holding a valid license under Chapter 3, Division 3, of the California Business and Professions Code.
 - 2. Engineer shall mean an engineer holding a valid certificate under Chapter 7, Division 3, of the California Business and Professions Code, in that branch of engineering which is applicable.
- C. Firms responding to this RFQ must meet all applicable legal requirements, including any regulations issued by the Division of State Architect (“DSA”), as applicable.

VI. SCOPE OF SERVICES

- A. Firms responding to this RFQ should be able to provide some or all of the services listed below. A project-specific scope of work will be prepared for each project. The list below is an example of potential services that the District may require on its projects.
 - 1. Provide civil, structural, mechanical, plumbing, and/or electrical engineering services.
 - 2. Provide architectural design services.
 - 3. Provide interior design and other services as required.
 - 4. Review available documentation, verify existing field conditions and confirm the accuracy of as-built documents in order to utilize for preparation of the design documents.
 - 5. Prepare design documents as required by the California Department of Education in accordance with the District’s architectural services agreement and program specifications provided by the District.
 - 6. Assist the District in obtaining plan approval from the California Department of Education and Division of the State Architect.
 - 7. Prepare plans and specifications for each phase of design: Schematic Design, Design Development, and Construction Documents.
 - 8. Prepare a Basis-of-Design narrative for the project.
 - 9. Prepare renderings to clearly show intent of design.
 - 10. Prepare all necessary bidding information and forms required by the District and assist the District throughout the entire bid process.
 - 11. Provide materials and color boards for District, school site, and construction manager.
 - 12. Prepare detailed cost estimates of design and reconcile with the District’s consultants.
 - 13. Request checks for fire flow tests and California Geological Survey review.
 - 14. Prepare utility applications and obtain permits.
 - 15. Coordinate and complete Division of the State Architect forms, as required.
 - 16. Assist with California Department of Education and Office of Public-School Construction applications and funding submittals.
 - 17. Submit documents to the Division of the State Architect for review and approval.
 - 18. Prepare detailed meeting minutes.
 - 19. Modify documents to incorporate revisions into the drawings and specifications.
 - 20. Submit monthly invoices with a monthly Progress Report.
 - 21. Redesign drawings if project is over-budget.
 - 22. Provide construction and close-out administration of the project.
 - 23. Develop and implement design schedules.

24. Prepare Auto Cad and PDF versions of the project As-Builts after the project is completed.
25. Provide all work product items in digital format and transmit hard and digital copies to client throughout the project as determined by the District.
26. Track, process, and submit all required close-out documentation required by DSA and/or any other regulatory agency.

VII. RFQ SCHEDULE

- A. The following activities and dates represent the RFQ schedule. Revisions, if necessary, to the activities and/or dates will be issued through an addendum.
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| 1. Request for Qualifications Issuance | Tuesday, April 5 2022 |
| 2. Requests For Information Due to District Contact | Friday, April 15, 2022 |
| 3. Last Day for District to Issue Addenda | Friday, April 22, 2022 |
| 4. Request for Qualifications Deadline (Responses Due) | Friday, April 29, 2022 @ 2:00pm |
| 5. Recommendation for Board of Trustees Approval | Tuesday, May 24, 2022 |

VIII. GENERAL CONDITIONS

- A. District Rights and Limitations. The District reserves the right to contract with any entity responding to this RFQ. This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. This RFQ does not commit the District to select any firm and the District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. It is at the sole discretion of the District to award a contract for the services or no contract at all. The award of the contract(s) is subject to approval of the District's Board of Trustees.

The District shall not be liable for any costs incurred in preparing and submitting responses to this RFQ. In no event will the District reimburse any respondent for any costs or expenses incurred in preparing and submitting responses to this RFQ.

The District, in its sole discretion, reserves the right to: (i) Accept or reject any and all submittals, or any portion or combination thereof; (ii) Contract with any entity responding to this RFQ in whatever manner the District decides; and/or (iii) Waive any informality or non-substantive irregularity, not affected by law, as the interests of the District may require.

The respondent's submission, and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Responses will be subject to the California Public Records Act, Government Code §§ 6250 et seq. Those elements in each

response that are trade secrets as that term is defined in Civil Code § 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. Any responses that indiscriminately identify all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," each respondent agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act. The District will have no liability to the respondent or other party as a result of any public disclosure of any RFQ.

The District reserves the right to add additional firms for consideration after receipt of submissions in response to this RFQ if it is found to be in the best interest of the District. All decisions concerning firm selection will be made in the best interests of the District.

- B. Full Opportunity. The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE") and minority and women business enterprises shall be afforded full opportunity to submit proposals in response to this RFQ and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.
- C. Restrictions on Lobbying. From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity responding to this RFQ, nor any officer, employee, representative, agent or contractor representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process or the award of the contract(s) with any member of the District's Board, committee members or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the firm submitting a proposal.
- D. Minimum Insurance Requirements. The selected firm shall maintain policies of insurance with an insurer(s) qualified to do business in the State of California and acceptable to the District. The firm will be required to provide an insurance certificate including errors and omissions and professional liability insurance coverage and must meet all insurance requirements set forth in the contract, including but not limited to naming the District as an additional insured.
- E. Miscellaneous
 1. The proposal shall be signed by a duly authorized representative(s) of the firm and include the full name and address of the proposing firm or entity.
 2. The proposals must set forth accurate and complete information as required in this RFQ.
 3. Submission of a proposal constitutes agreement by the proposer to each and all of the terms, conditions, provisions and requirements set forth and contemplated in this RFQ.

4. The successful proposer will be expected to adhere to all District policies, procedures and regulations.
5. The proposal submitted by the interested individual shall be irrevocable for a period of sixty (60) days from the official closing date for the receipt of proposals.
6. The contents of the proposal of the successful proposer will become contractual obligations. Failure of the successful proposer to accept those obligations in a subsequent contractual agreement may result in cancellation of the award.
7. Any contract resulting from this RFQ is subject to appropriation of funds by the District's Board of Trustees for each fiscal year of service.
8. The District reserves the right to use any or all ideas presented. Selection or rejection of the proposal does not affect this right.
9. The successful respondent, if any, will be required to execute a contract with the District.
10. Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the District.

IX. REGISTRATION AND QUESTIONS RELATED TO THIS RFQ

- A. Questions or clarifications related to this RFQ shall be submitted as a Request for Information (RFI).
 1. All RFIs shall be in writing and emailed to the District Contact. District will not be responsible for RFIs sent to anyone but the District Contact.
 2. All RFIs must be submitted by the date stated herein. RFIs received in a timely manner will be responded to in the form of an addendum. RFIs received after the deadline will not receive a response.
 3. Each firm shall be responsible for ensuring they receive all notifications and addenda.

X. SUBMITTAL REQUIREMENTS

- A. Each firm responding to the RFQ shall submit one (1) electronic copy of its proposal on a flash drive, in a Portable Document Format (PDF), and three (3) printed copies in a sealed envelope marked as follows:

Little Lake City School District
Purchasing Department
10515 South Pioneer Blvd
Santa Fe Springs, CA 90670
Attention: Jorge Vargas, Buyer
jvargas@llcsd.net

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- B. Printed copies shall be printed in color, double-sided, on 8 ½" x 11" paper, and bound.
- C. Proposals submitted in response to this RFQ shall be limited to fifteen (15) pages. Page limit does not include front and back covers, table of contents (if included), letter of interest, divider tabs, detailed resumes, detailed project data sheets, and supplemental information.
- D. Firms interested in submitting a proposal shall not contact members of the Board of Trustees ("Board") or District staff with the exception of the District Contact. Firms who contact any member of the Board or District staff will be excluded from further consideration for this RFQ. Any oral communication with District staff or District Contact concerning this RFQ shall not be binding or excuse the firm of the requirements set forth in this RFQ.
- E. Statements found in a proposal to be incomplete, inaccurate, or misleading may deem the firm non-responsive

and/or negatively affect the evaluation of the RFQ submittal.

- F. Firms submitting a proposal shall be responsible for all expenses in preparing their submittal. The District shall not be responsible or have any obligation for these expenses.

XI. SUBMITTAL CONTENTS

- A. Submittals/proposals submitted in response to this RFQ shall include the following sections, separated by divider tabs:

1. Letter of Interest
2. Qualifications
3. Experience
4. Project Team
5. Attachments

B. Letter of Interest

1. At a minimum, the letter shall include the following three (3) paragraphs:
 - a. A brief description of the firm, including the firm's legal name, type of firm (e.g., sole proprietorship, limited liability company, corporation, etc.), years in business under current name, address, telephone number, and name of principal contact. If two (2) or more firms are forming a Joint-Venture or partnership, include specific information for each firm.
 - b. A statement on why the firm believes they are most qualified for the consultant pool.
 - c. Acknowledgement of addenda issued as part of the RFQ. If none issued, acknowledge accordingly.
2. Letter must be signed by representative of firm who is authorized to bind the firm by contract.

C. Qualifications

1. Describe firm's experience working for California K-12 school districts.
2. Describe firm's experience working with the Division of the State Architect.
3. Provide additional information related to firm's qualifications.

D. Experience

1. Provide a list of ten (10) completed construction projects for California K-12 school districts where the firm was involved with the project.
 - a. Completed construction projects must be within the past ten (10) years.
 - b. Include the school district, contact, project name, construction value, start and finish dates, and construction delivery method, e.g., design-bid-build, lease-leaseback, construction management multiple prime, etc.
 - c. Include a description of the project and project highlights.
2. Provide a list of at least three (3) California K-12 school districts as a reference.
 - a. Include the district representative most familiar with firm's services, title, email, and telephone number.
 - b. Provide the name of the construction project pertaining to the district representative.
3. Provide a list of the firm's litigation history over the past ten (10) years.
 - a. Include litigation, specific to construction projects, that are current, pending, or resolved.
 - b. Identify if the firm is either a plaintiff or defendant.
 - c. Include outcome of resolved lawsuits.

E. Project Team

1. Submit an organizational chart of the proposed team including subconsultants and/or engineers. Identify lines of communication between the team.
 - a. Provide resumes for key individuals on the proposed team. For each individual, include the role and responsibility they will take on the project(s), specific job title, education, professional licenses, certifications, years in the construction industry, and experience with K-12 school facility projects.
 - b. Provide company information on subconsultants and engineers being proposed. Include resumes

for key individuals listing similar information requested above.

F. Attachments

1. As necessary, include detailed resumes, project data sheets, and other supplemental information relevant to the firm.

XII. SELECTION PROCESS/EVALUATION CRITERIA

- A. Responses to this RFQ will be reviewed by the District's review team. The District may elect to interview firms or it may recommend award on the basis of the responses alone. Recommendations to the Board will be based upon, but not limited to, the following criteria:
 1. Conformance with the RFQ, including organization, clarity, and completeness of the RFQ submittal
 2. Qualifications and experience of firm as it pertains to California K-12 school facilities
 3. References from California K-12 school districts
 4. Past litigation
 5. Proposed Project Team
- B. The District reserves the right to accept or reject any and all submittals.
- C. District staff will recommend a list of firms to the Board for inclusion into the consultant pool. There will not be a minimum or maximum number of firms in the consultant pool, but District staff anticipates the consultant pool to consist of 5 to 10 experienced firms.