

bidinquires@fUSD.net



FONTANA UNIFIED SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that the Fontana Unified School District acting by and through its Governing Board, hereinafter referred to as the District, is soliciting and issuing this Request for Qualifications, RFQ No. 24/25-0019, and will receive up to, but no later than **2:00 p.m.** on **November 19, 2024**

modernization and new construction projects throughout the District. All qualified architectural and engineering firms described in RFQ No. 24/25-0019 including local firms are encouraged to submit proposals.

Deadline for Proposals

Sealed proposals must be submitted in the following format: one (1) original proposal, four (4) hard copies and one (1) electronic copy on a flash drive or thumb drive, formatted as an Adobe Acrobat PDF

I. INTRODUCTION

BACKGROUND

The Fontana Unified School District is a public school district located in San Bernardino County and services the needs of approximately thirty-four thousand (34,000) students from preschool through adult education in a diverse urban/suburban environment. The District operates thirty (30) elementary schools, seven (7) middle schools, five (5) comprehensive high schools, two (2) continuation high schools, and one (1) adult education center and ancillary offices/departments.

The District has identified that many of its forty-four (44) school sites require modernization, including the addition of new structures. Some of these sites may also qualify for State matching funds. To address these needs, the Fontana Unified School District Board of Education has approved Measure I, a \$400 million General Obligation Bond, to be placed on the November 2024 ballot for the 2024 general election. If passed, the bond will serve as the primary funding source for these improvements. The funds will be used to modernize existing campuses, construct new buildings, and implement critical code compliance, maintenance, and transformative upgrades. To support these efforts, the District is seeking qualified architectural firms to participate in these projects, ensuring of its schools.

The District encourages all firms that are the recipient of this RFQ to give a **Percentage-based Fee** for services. The District recognizes that each project is distinct, and the factors influencing the percentage of fees or the level of effort required will vary based on the specific details of each project. As such, the District intends to use the percentage fee structure as a maximum cap for the total architectural fees. When new project(s) are initiated, the District will issue a separate Request for Proposals (RFP) to the Board-approved pool of Architects, seeking their input for each individual project or group of projects. Any alternate bid options the firm might have should be listed in the proposal for consideration as well. It is expected that design for each project does not exceed the given construction cost budget.

PURPOSE AND INTENT

The purpose of the Request for Qualifications (RFQ) is to competitively solicit duly licensed architectural and engineering professionals to provide planning, programming, design services, and project-related services for the District, as detailed in this RFQ. Interested firms must possess extensive experience with the Office of Public School Construction, the Uniform Building Code, Title 24 of the California Code of Regulations, and the Division of the State Architect. The District intends to establish a pool of qualified firms for future consideration in providing comprehensive architectural and engineering services for upcoming projects.

POOL OF QUALIFIED APPLICANTS

The District maintains a pool of qualified architectural firm applicants. At this time the District is requiring firms in its existing pool to recertify and submit a response to this RFQ. Firms who do not reply to the request for qualifications and proposal will be deleted from the pool of prequalified firms.

In the future, requests for recertification may be sent every five (5) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms, at the sole discretion of the

Proposals shall be delivered to the attention of:

Fontana Unified School District
9680 Citrus Avenue, Building No. 30
Fontana, CA 92335
Attn.: Shamica R. Nance, Sr. Director of Purchasing, Warehouse and Mail Services

Responses must be received by personal delivery or by U.S. Mail no later than date and time noted above. Any late submittals shall be deemed non-responsive, and the District shall reject any submittals received after the deadline stated above and returned them unopened.

QUALIFICATIONS REQUIREMENT SUBMISSION:

The Request for Qualifications (RFQ) should address the following items succinctly and specifically within the appropriate sections as noted below. Failure to include all specified sections in the response to this RFQ may be deemed non-responsive.

A. Cover Letter

The cover letter should state the eligibility of the firm to respond to this RFQ, a statement of interest, any other relevant information regarding the firm, and shall be signed by the duly authorized official for the architectural firm. Please also provide complete contact information, including e-mail address, for the person authorized to act on behalf of the firm and to be contacted during the RFQ evaluation and selection period.

B. Table of Contents

All pages of the Proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

C. Statement of Non-Conflict of Interest

D. Statement of Certification

Complete and submit Attachment 1 with Proposal.

E. Iran Contracting Act Certification

Complete and submit Attachment 2 with Proposal.

F. Statement of Experience and Qualifications

Include the following information in this section of the Proposal:

1. The total number of professional staff employed by the firm, along with detailed information about the team members who will be assigned to the FUSD program, including their resumes.
2. Provide the total number of years your firm has been in operation under the present business name, as well as related prior to business names.
3. A statement confirming that the Proposer does not have commitments that may impact the ability to perform the Contract, if awarded.

5. Provide the total number of State-funded school projects in progress by your firm at this time and the current status and dollar values for the projects.
6. Discuss the knowledge of and experience with hardship eligible school district clients and the projects associated with such school districts.
7. with older buildings, emphasizing their ability to transform these structures, particularly the front façade. Additionally, discuss the overall impression that the modernization will create for passersby after the project is completed.
8. you approach added scope of work resulting from change orders, whether due to a design error or omission. Provide three examples of change orders that were generated due to an error or omission on state-funded school projects (exceeding \$20,000, \$50,000, and \$100,000 each) completed in the past two to five years. Additionally, describe your role in negotiating or resolving these issues related to design errors or omissions..
9. Discuss the firm -traditional delivery methods (for example, design-build or lease-leaseback delivery methods). Provide a description of each project, the dollar value, and the length of time to complete each project. Please list three major projects for each delivery method.
10. Proposer shall provide examples of how services were provided timely and per anticipated schedules.
11. Provide at least three (3) references from California K-12 school districts with which your firm has collaborated on similar projects within the last five (5) years. Include a brief description of each project. These references should demonstrate the capability to deliver the design, consulting, and/or testing services outlined in this RFQ, with Project/Contract Costs falling within the range of \$5 million to \$150 million. You must include the contact name/title, address, phone number, contract amount, and dates of service.

K. Experience with State Regulatory Agencies

1. Describe your experience with DSA, CDE, OPSC, and SAB requirements and procedures.
2. Describe your experience with assisting school districts in identifying and applying for local, state and federal funding sources for school construction projects.
3. Describe your experience in dealing with State agencies to maximize hardship funding for eligible school districts, including but not limited to the replacement of buildings due to inadequate seismic bracing.

L. Project Plan and Methodology

Discuss specific firm procedures for addressing the following:

1. Assisting a school district with developing realistic budgets for projects.
2. Designing to meet specific budgets or other cost limits of a school district.
3. Monitoring project budgets during the design process and steps the firm takes if estimates indicate the design is over budget.
4. Frequency of coordination with subconsultants.

5. Identifying conditions that will impact your design such as existing conditions, utilities, tie-ins, etc.
6. Disputes and claims involving contractors and subcontractors.
7. Reviewing and evaluating change order requests.
8. Provide a Quality Assurance/Quality Controls plan specific to Overall Design review and coordination of disciplines
9. Proceeding with construction through a process providing a directive to the contractor to proceed with disputed work.
10. Handling close-out of projects and ensuring DSA certification.
11. Handling warranty and guarantee claims.
12. Handling patent and latent defects after completion of a project.
13. Identify the proposed structural, mechanical, electrical, and civil engineers and consultants for landscape, energy, and other relevant disciplines you firm typically uses for projects. List license numbers and dates as well as business address, phone number and email. Include resumes and related experience for appropriate members of these firms.

M. Cost Estimating: The District will be hiring an independent estimator. Therefore, Architects will **NOT** use their own estimators.

Provide a statement describing the methodology utilized to estimate the probable construction cost of a project. Include:

- a) Methodology
- b) Contingencies utilized

N. Fee Schedule

SIGNATURES

Submittal must be signed by a representative of the firm with authorization to bind the firm by contract.

DISQUALIFIED STATEMENTS

subject to acceptance by the Governing Board of the Fontana Unified School District. The District reserves the right to reject all proposals.

CONTRACT

Pursuant to Public Contract Code section 20103.6 and upon selection, the firm will be required to enter into a standard Architectural Services Agreement which contains the indemnity clause below.

INDEMNITY BY ARCHITECT.

To the fullest extent permitted by law, Respondent agrees to indemnify and hold the DISTRICT harmless from all liability arising out of:

a.

the
AGREEMENT; and

b. General Liability. To the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify, defend and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents, or independent Architects who are directly employed by the DISTRICT. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings (other than professional negligence covered by Section c below) that may be brought or instituted against the DISTRICT, its officers, agents, or employees, to the extent such claims, actions, suits, or other proceedings arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof. Any costs to defend under

c. Professional Liability. To the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default, or omission of the ARCHITECT, or any person, firm, or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death, or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the

not include the obligation to provide defense counsel or to pay for the defense of actions or

V.
EVALUATION AND SELECTION

the specified requirements may be rejected for non-responsiveness. The District retains the exclusive authority to determine compliance, as well as to assess whether a respondent is responsive, responsible, and qualified. Based on the submitted information, the District may choose to conduct interviews with some or all Respondents.

Initial Evaluation Criteria Short List

Responses will be evaluated based on the following criteria, with a total of 100 points available.

Evaluation Criteria	Maximum Points
References - Experience and performance history of the firm with similar services.	30
Experience, Expertise, Training - Technical capabilities and experience and qualifications of the project team and key team members.	60
Responsiveness - Overall responsiveness of the submittal in clearly stating and understanding the scope of work, and demonstrating a good, practical approach to accomplishing the Services.	10
Total	100 Points

District Investigations

The District may conduct investigations beyond contacting the references listed in the submissions. Additional information may be requested from firms during the review process. The District also reserves the right to investigate and utilize information from other sources, in addition to the submitted documents.

Interviews

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EXHIBIT

SCOPE OF SERVICES FUSD MODERNIZATION & NEW CONSTRUCTION PROGRAM ARCHITECTURAL AND ENGINEERING SERVICES

Any firm selected based on this RFQ process must be capable of providing full architectural and engineering services throughout the design and construction phases of all selected projects. The architect will also prepare project budgets and meet as necessary with District staff, consultants, school and neighborhood organizations, and upper-level District administrators.

The architectural and engineering services to be performed shall include, but are not limited to, the following:

- a. Review and incorporate all environmental clearance reports into the construction documents as needed.
- b. Upon project review and final determination for the survey requirements and utility investigations by the Architect/Engineer team, the District shall provide the survey services to do the work. Architect/Engineer is responsible for final coordination and transmission of data, format, etc. to ensure a complete product.
- c. Upon project review and final determination for the geotechnical requirements, the District shall provide the Engineering services to do the work. Architect/Engineer is responsible for final coordination and transmission of data, format, etc. to ensure a complete product.
- d. Preparation, coordination, inspection, reports, and monitoring required for Storm Water Pollution Prevention Plan (SWPPP) Services to be provided by Architect/Engineer team for this project.
- e. Review existing documentation and As-Built plans prior to commencing design work. Conduct site visits to verify existing field conditions at both the current facilities and the proposed site. Confirm the accuracy of any obtained As-Built documents, and incorporate this information into the preparation of the design documents..
- f. Prepare the design documents in accordance with the architectural and engineering services on the program requirements, and develop construction cost estimates. Use the District's estimator-provided cost estimates to ensure the project design stays within the agreed-upon budget. Address feasibility, site constraints and opportunities, permit requirements, and technical considerations, including site utilities. Architect understands that the electronic files (related to any District paid project) are the property of the District and the District may ask for all electronic files to be turned-in to the District at the end of the project, or anytime during the life of the project. .
- g. The design and construction phase services to be provided shall include, at minimum, schematic design, design development, construction documents, QA/QC for the final product

and agency approval support, bid phase support, and construction administration and closeout by all state and local agencies.

- h. All documents required for bid procurement (through coordination with District assigned Representative).
- i. Coordination with and assistance to the _____ representatives in the bid phase by preparing addenda and documents typically required from the architectural and engineering firms.
- j. Prepare and distribute meeting minutes for all meetings held with the District or government agencies. Manage all design-related project correspondence and documentation, including RFIs, submittals, meeting minutes, letters, and other communications, using the District's approved web-

D

LIST OF SITES/LOCATIONS

