



**Moraga School District
1540 School Street
Moraga, California 94556**

**Request for Statements of Qualifications and Proposals (“RFQP”)
Architect Services for the Measure D Bond Program**

RFQP Issued:	July 26, 2024
Responses Due:	August 23, 2024
Interviews:	September 4, 2024
Selection by Governing Board:	September 10, 2024

Request for Qualifications and Proposals (“RFQP”) Architect Services for the Measure D Bond Program

The Governing Board (“Board”) of the Moraga School District (“District”) is seeking statements of qualifications and proposals from qualified providers of architect and modified construction management services for the design and contract administration of related Measure D facility projects within the District.

1. Critical Dates

Submittal Due Date:

Respondents to this RFQP should mail or deliver six (6) bound copies and one (1) electronic copy on a USB flash drive of their Submittal, labeled “Statement of Qualifications - Architectural Services” **no later than Friday, August 23, 2024, at 4:00 p.m. (PDT)** to:

Moraga School District
1540 School Street
Moraga, CA 94556

Attention: Timothy Green, Director of Buildings and Grounds

Submittals not received by the deadline will be returned unopened. Faxed or emailed submittals will not be accepted.

Interview Date:

Scheduled for Wednesday, September 4, 2024. The location will likely be one of the District’s school sites. Interviewees will be notified as to exact date, time, location, and other related logistics.

Selection Date:

The District is seeking to review and select two architectural firms quickly. The District intends to present its recommended firms at its September 10, 2024 Board of Trustees’ Meeting. Dates for the interview and board approval are subject to change.

2. Project Description

The Moraga School District is a TK-Grade 8 public school district as recognized under California statutes and regulations. The District is located in Contra Costa County and serves the incorporated Town of Moraga and its surrounding communities. The District includes three elementary schools (grades TK-5), and one middle school (grades 6-8). The District’s student enrollment for the 2023-24 school year was 1,789 students. The District feeds into the Acalanes High School District.

In November 2022, the District voters approved the Measure D School Facilities Bond measure. Measure D authorizes the District to issue up to \$52 million in debt obligation for school facility repairs and upgrades. Utilizing Measure D and other funds, the District intends to construct, modernize, and/or renovate school site buildings, classrooms, facilities, and related infrastructure as set forth in the District's 2023 Facilities Master Plan (FMP) (*Attachment A*). All school sites and related property are exclusively owned and under the jurisdiction of the District.

The District intends to select two firms for its Measure D bond program. One will serve as the District's primary architect of record, with the other serving in an ancillary, back up capacity.

3. Scope of Work - Architectural and Project Management Services

Respondents to this RFQP should be aware that the District is seeking qualified firms that possess the capacity to provide a range of project management related services, in addition to architectural services as described. The District has secured consultation services that will provide program management services. It does not, at this time, intend to secure the services of a construction management firm. Instead, the District is seeking architectural firms that also possess the internal capacity and experience to provide project management services as part of the bond program's scope of work.

The scope of work will include, but not be limited to projects and services as described in the District's 2023 FMP. The FMP is attached to this RFQP (*Attachment A*). The scope of work will include approximately 191,630 square feet of existing buildings and 20,510 square feet of new buildings, not including athletic facilities. The overall Measure D bond program scope will likely have to be narrowed to coincide with available funds. The District intends to proactively seek state, federal, grant, and other funds to augment Measure D funding.

The architect will be expected to perform the scope of services described in the architect agreement accompanying this RFQP (*Attachment B*), which will be the form of agreement that the architect must execute. Any statement of qualifications and proposal submitted in response to this RFQP (including the proposed contract price) must be based on the scope of services, obligations, and other terms of this RFQP and the attached architect agreement.

If a proposing firm would like to suggest any edits to the agreement form, they must be submitted **at least two weeks ahead of the proposal deadline** to allow the District time to consider the suggestion and, if a revision is made, issue an addendum to all proposing firms. No proposed edits will be considered after this deadline, or after submission of proposals.

4. Statement Format and Content

If an architect has any questions (including questions about the form of agreement), it must submit them at least seven (7) calendar days before the proposals are due to allow the District to review and decide whether to issue an addendum to the RFQP.

The statement of qualifications should be clear, concise, complete, well organized, and demonstrate the respondent's ability to follow instructions.

Six (6) copies and one (1) electronic copy on a USB flash drive of the statement must be provided, **with no more than thirty (30) single-sided pages in total length.**

All respondents are requested to follow the order and format specified below. Please tab each section of the submittal to correspond to the numbers/headers shown below.

The cover shall include the RFQP's title and submittal due date, the name, address, appropriate email addresses, and the telephone number of the responding firm (or firms if there is a joint venture or association). The cover should also identify the proposed lead architect for the Project.

The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the statement in the order listed:

A. Cover Letter

A cover letter signed by an authorized officer of the firm submitting the statement, or signed by another person with authority to act on behalf of, and bind the firm. Indicate contact person(s) for this Project.

B. Mandatory Qualifications

Respondents must hold an architect's license which is current, valid and in good standing with the California Architects Board. Respondents must have the necessary qualifications to provide the requested services in accordance with this RFQP, the Agreement, and California law. Provide the following information for each license:

1. Name of license holder exactly as on file.
2. License number, issuance date, and expiration date.
3. Whether license has been suspended or revoked in the past five (5) years. If so, explain.

C. Organization, Credentials, and General Background

Please provide a brief history of your organization, including:

1. Number of years the organization has been in business.
2. Location of the office that will perform the work required by this Request for Statements of Qualifications.
3. List of basic services provided by your organization - including a description of project management related services and experience.

4. List the name and address of your current legal counsel, and generally describe the services provided by him/her. Also list any other legal counsel that has represented you during the last three years.

D. School Facilities Planning, Design, and Project Management Experience

Describe the experiences/background of your organization in providing design, contract administration, and related project management and/or oversight services for public school facilities as required by this RFQP. Provide a list of related and relevant public school facilities work performed over the last five (5) years, including start and finish dates, project cost, contractor, owner, and owner contact information.

E. Past Performance Record

If any of the following has occurred, please describe in detail the circumstances for each occurrence:

1. Failure to enter into a contract once selected/awarded.
2. Withdrawal of a proposal as a result of an error.
3. Termination or failure to complete a contract.
4. Debarment by any municipal, county, state, federal or local agency.
5. Involvement in litigation, arbitration or mediation.
6. Conviction of the firm or its principals for violating any federal or state law related to architecture practice or contract performance.
7. Knowing concealment of any deficiency in the performance of a prior contract.
8. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
9. Willful disregard for applicable rules, laws or regulations.

F. Project Team

1. Identify key team members for this scope of work and provide their qualifications.
2. Describe how the scope of work would be staffed.
3. Identify all of your proposed consultants for the Project and provide their qualifications.
4. Provide an organization chart for the Project.
5. List the percentage of your firm's basic services on the Project that will be performed by DVBE (if DVBE is required by Education Code §17076.11); and if that percentage is less than 3%, submit a verified description of your good faith efforts to include DVBE in your team. Use the District's forms (see Attachment C).
6. Include an executed Fingerprinting Notice and Acknowledgement form (see Attachment D).

G. Client Satisfaction/References

Provide a list of at least five (5) California educational client references for which your organization has performed design services similar to those required by this RFQP. References must include:

1. Name, address, telephone number, and a contact person of the project owner.
2. Name, address, telephone number and a contact person for the contractor(s) working on the project(s).
3. Describe the project(s) on which your organization provided services, including costs.

H. Insurance

Attach a letter from your insurance company indicating your firm's ability to provide insurance. The following is a tentative schedule:

1. A.M. Best financial rating of A-,VIII.
2. Commercial General Liability Insurance: Commercial general Liability Insurance shall be at least as broad as Insurance Services office General Liability Coverage (Occurrence Form CG 0001), with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage/ Two Million Dollars (\$2,000,000) aggregate.
3. Automobile Liability Insurance: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto), with coverage limits of at least One Million Dollars (\$1,000,000) for bodily injury and property damage each accident limit.
4. Workers' Compensation and Employer's Liability Insurance: The selected Architect shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on the Project, in accordance with the "Workers Compensation and Insurance Act," Division IV of the California Labor Code. The selected Architect shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease.
5. Errors and Omissions Insurance: errors and omissions insurance on a claims made basis with a limit of at least Five Million Dollars (\$5,000,000) with a deductible in an amount not to exceed the sum of Ten Thousand Dollars (\$10,000).
6. All insurance will be in a form and with insurance companies acceptable to the District.
7. Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State.

I. Current and Contracted Projects

Attach a list of your firm's projects currently underway and those contracted for but not yet underway. List actual or expected start and completion dates of the projects, and explain how your firm will be able to effectively manage and perform the District's scope of work while also managing and performing the listed projects.

J. Proposed Compensation

Attach a proposal for compensation to the Architect for the architectural services for the entire Project, including all services required by this RFPQ and the enclosed agreement (*Attachment B*). The proposed compensation must cover all of the Architect's expenses (including overhead), and its profit, for the Project. As outlined in *Attachment B*, the proposed compensation for Basic Services must be in the form of hourly rates with a not-to-exceed cap, the proposed compensation for Additional Services must be in the form of hourly rates with a not-to-exceed cap, and the proposed compensation for reimbursable expenses must be a not-to-exceed cap. The proposal must include a detailed breakdown and explanation of how the proposed compensation was calculated by the Architect for this particular Project, including a spreadsheet or matrix showing the estimated hours of work and applicable rates for each phase of the Project that are the basis of the Architect's calculation of the not-to-exceed cap, and a list of all expected reimbursable expenses and each one's expected cost.

5. Selection Process

- A. The purpose of this RFQP is to enable the District to select two firms with whom the District intends to enter a contract for design of the entire Project pursuant to the attached architect agreement.
- B. The District will use the selection and negotiation process outlined below. A review and selection committee composed of key District officials and consultants will review and evaluate all submittals, and may conduct interviews.
- C. Statements and proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.
- D. The following items will be considered by the District in the evaluation and selection process:
 - Conformance of the submission to the specified format.
 - Organization, presentation, and content of the submission.
 - Qualifications and experience, especially on public school construction.
 - Ability to work with diverse decision makers.
 - Creative problem-solving capabilities.

- Experience with a variety of construction delivery methods.
- Strength of client recommendations.
- Performance on past projects.
- Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District's financial constraints and time frames.
- Reasonableness of proposed compensation for all architect services for the entire Project, including the amount of the not-to-exceed cap.

6. Interviews, Selection, and Contract Negotiations

The District intends, but is not obligated to, conduct interviews with the architects that respond to this RFQP. If conducted, the interviews will be held on a date, time, and location determined by the District. At this time, the District intends to conduct interviews for selected finalists on September 4, 2024. At the time of the interview, the architect's project and design team will be required to attend.

The District intends to enter negotiations with two proposing entities regarding the amount of compensation. Other than the amount of compensation, the terms of the architect agreement (*Attachment B*), including the compensation structure, are not negotiable, suggested edits to the agreement will not be considered after the deadline in Section 3 above, and Architect's submittal of a proposal shall be deemed acceptance of the agreement's terms. The District's staff will not present an architect or the agreement to the Board for approval and award until the agreement's terms, including the amount of compensation, are finalized and the Architect signs the agreement. The District is under no obligation to enter an agreement with any of the proposing entities. The District reserves the right to award the contract to the entity the District deems most suitable to undertake the Project based on many factors, including demonstrated competence, qualifications for the types of services to be performed, and a fair and reasonable price. The District further reserves the right to reject any or all statements, or waive any irregularities in any of the statements submitted pursuant to this RFQP.

7. General Information

Amendments: The District reserves the right to cancel or revise this RFQP in part or in its entirety. If the District cancels or revises the RFQP, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due, or postpone the interview date.

Inquiries: Any questions concerning this RFQP, or selection process may be directed to:

Brett W. McFadden
District School Facilities Advisor, District Advocates Group
brett@dagk12.com
831-539-9610

Replies involving any substantive issues will be issued by addenda and emailed to all parties recorded by the District as having received the RFQP documents.

8. Special Conditions

Non-Discrimination: The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

Costs: Costs of preparing a statement in response to this RFQP are solely the responsibility of the Respondent.

Limitations: This RFQP does not commit the District to award a contract, to defray any costs incurred in the preparation of a statement pursuant to the RFQP, or to procure or contract for work. The District reserves the right to waive any irregularities in the statements received pursuant to this RFQP, or in the process outlined herein for selection of an architect for the Project.

9. Attachments

The following documents are attached to this RFQP:

- Attachment A: Facilities Master Plan
- Attachment B: Form of Agreement
- Attachment C: DVBE Certification and DVBE Worksheet
- Attachment D: Fingerprinting Notice and Acknowledgement Form

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