



Nevada Joint Union High School District

District Offices
11645 Ridge Road
Grass Valley, CA 95945

Request for Qualifications

Architectural Services

January 11th, 2023

RFQ Issued: January 11th, 2023
SOQ's Due: February 10th, 2023

INTRODUCTION

The Nevada Joint Union High School District (district) is requesting qualification submittals from established architectural firms experienced in the planning, renovation and construction of public school facilities in California. Specifically, the district is seeking qualified firms with expertise in comprehensive and continuation high schools, career technical education facilities, and high school athletic facilities.

OVERVIEW

The Nevada Joint Union High School District is located in northern California approximately sixty (60) miles northeast of Sacramento. The district is ideally located in Grass Valley, in the Sierra Nevada Foothills, a small community with a rich history of the Gold Rush. To the north is Lake Tahoe (a two-hour drive) and to the south is Sacramento (a one-hour drive) and San Francisco (a three-hour drive) providing a wide variety of winter and summer sports, recreational and cultural activities.

The district's current enrollment is approximately 2,500 students. It serves students from grade nine to Adult. The district's facilities include two comprehensive high schools, one continuation high school, one dual enrollment high school, one independent study school and one adult education school. The district provides fiscal and program oversight for an independent charter school located in a non-district owned facility. Finally, the district has several unused properties, including a ranch, currently under analysis for possible future CTE development.

SCOPE OF SERVICES

The district is seeking qualified firms with specific expertise in all design and aspects of comprehensive and continuation high schools, career technical education, and high school athletic facilities.

The selected architectural firm will work with the district staff and stakeholders to finalize the program and align priorities and projects with the district's budget and provide full architectural and engineering design services for assigned projects under a basic services agreement. The project Architect shall also engage with district administration, site advisory, and community groups.

SUBMITTAL REQUIREMENTS

The successful architectural firm shall demonstrate an ability to work in coordination and communicate effectively with a variety of planning groups, decision-makers and other stakeholders, including, the Board of Trustees, Superintendent, Chief Business Officer, the Director of Facilities, Site Administration and Staff, School Site-based Advisory Committees,

program manager, other technical advisors and consultants and governmental agencies, particularly the State Department of Education, the Division of the State Architect (DSA) and the Office of Public School Construction (OPSC).

Architectural Submittals Should Address the Following and be no longer than 30 pages:

A. *Cover Letter/Letter of Interest*

Provide a cover letter/letter of interest of not more than two pages. The letter shall include the name of the firm, address, telephone numbers, fax number, email address, website link, and name of the principal contact. Joint ventures and associations with consulting partner(s) shall be identified and include the same information and co-signatures of each firm's principals. Also identify any other individuals authorized to speak and negotiate on behalf of the firm. Please limit total pages in the response to no more than fifty.

Firm Organization, Background and Credentials

Please provide a brief history of the firm including:

1. Number of years in business.
2. Location of primary office and the office where the majority of the work will be performed if not performed in the primary office (submitting firms should have an office located within a 100 mile radius of Grass Valley, CA.).
3. Type of organization / business structure.
4. Number of employees.
5. If proposing as a joint venture or association, provide an overview of the roles and responsibilities between the respective organizations.
6. List of architectural services typically provided by the firm under a basic services agreement and other services provided by the firm.
7. Applicable Licenses, Federal Tax ID number and relevant certifications.
8. Certification that no official or employee of the firm has ever been convicted of an ethics violation.
9. A statement as to whether the firm's or qualifying principal's license or professional certifications have been suspended or revoked within the past five (5) years.
10. Indicate whether the firm has ever been terminated or replaced during the design or construction on any educational or other public project. If so, explain in detail and provide results of any litigation/claims on the project(s).

B. *Table of Contents*

Include a Table of Contents with a clear listing of headings and pages.

C. *Relevant Experience*

Please provide an overview of up to ten of the most recent K-12 projects – preferably high school related projects, including:

1. District name and contact information
2. Project name/location
3. Project description
4. Year complete/current status
5. Project cost (bid and final)
6. Identification of funding source (state, local, etc.)
7. Closeout status
8. Identify key personnel being proposed that were associated with the referenced project(s)

D. *Project Team*

1. Identify key team members proposed and provide their qualifications.
2. Identify proposed consultants. Include an overview of the firm’s qualifications and the qualifications of key individuals that may be assigned to the project

E. *Firm Resources, Approach and Capabilities*

1. Technical capabilities of the firm and key personnel assigned
2. Proposed approach in meeting the District’s needs and budgets
3. Experience developing and meeting aggressive schedules and design timelines
4. Experience in working with state agencies (OPSC, DSA, CDE and local agencies)
5. Approach to ensuring prompt project closeout certification with DSA
6. Outline the firm’s capacity and commitment to provide services to the District
7. Provide a statement of the firm’s financial stability

F. *District Standard Agreement Forms and Insurance Requirements*

Proposers shall review the district’s standard form agreements for architectural services (Appendices A and B) and the district’s standard insurance requirements (Appendix C). The standard form agreements and requirements are generally non-negotiable. Proposers shall certify the review and acceptance of the use of the form agreements and all provisions contained therein, including insurance requirements, or shall clearly outline any concerns or objections the proposer would like the district to consider.

G. Client Satisfaction/References

1. Provide a list of at least five (5) educational client references for which your firm has performed similar services. References should include:
 - a. District name and address
 - b. Contact name and telephone number
 - c. Provide a brief description of the subject project
2. Provide (up to four) letters of reference

EVALUATION CRITERIA

1. Local (city, county, regional) experience
2. Experience in public school construction
3. Experience and qualifications of proposed team members
4. Strength of client recommendations
5. Ability to work with diverse decision makers

SELECTION PROCESS

Concurrent with the issuance and timeline for responding to the subject RFQ, the district is establishing selection committee members to start with the paper screening and if necessary the interview processes. It is anticipated that selection committee reviewers will be comprised of three or more members of the following:

- District Administration
- Site Administration
- Others as determined by district

The district reserves the right to hire additional consultants outside this RFQ process and to place multiple firms into a pool and assign tasks based on the specific project or district needs at that time.

Anticipated Timeline for Selection

The district anticipates expediting the selection process as quickly as possible.

- Issuance of RFQ 1/11/2023
- Deadline for Questions 1/27/2023
- Qualification Statements Due 2/10/2023
- Paper Screening/Reference Checks 2/17/2023
- Notification of Shortlisted Firms 2/22/2023

- Interviews/Presentations 3/1/2023
- Recommendation to Board 3/8/2023
- Award 3/9/2023

Selection committee members, timeline and processes for selecting architectural firms may vary at the district's sole discretion.

SOQ SUBMITTALS

One electronic copy should be emailed to both Jordan Kohler & Heather Quiggle by **3:00 PM on February 10th, 2023**. Submittals received after this date and time may not be accepted by the District. The District reserves the right to reject any and all proposals. Interested parties submitting Qualifications are advised that attempts to contact Board of Trustees, District or site administration regarding this RFQ while the selection process is open may result in disqualification.

Deliver SOQ Proposals to:

Nevada Joint Union High School District
 Attn: Jordan Kohler, Director of Facilities & Construction
 11645 Ridge Road, Grass Valley, California 95945
 Email to:
 Jordan Kohler - jkohler@njuhsd.com
 Heather Quiggle - hquiggle@njuhsd.com

Refer all inquiries concerning this RFQ to:

Heather Quiggle at hquiggle@njuhsd.com

FEE NEGOTIATIONS

The scope of services shall include full architectural and engineering services for programming, schematic design, design development, construction document and project administration/close-out services. The district is not requesting a fee schedule at this time, however, respondents shall provide an overview of how the firm proposes to establish fees and shall provide the firm's standard rate sheet for the personnel and services anticipated, including reimbursables.

INFORMATION MADE AVAILABLE

Copies of the RFQ, the district's Standard Architectural Agreement, insurance requirements and additional information will be made available on the district's website: www.njuhsd.com

DVBE CRITERIA

DVBE guidelines, as established by the Office of Public School Construction for completing and submitting form SAB515PB, SAB515SC, and/or SAB515GFE as appropriate, are to be a part of this Statement of Qualifications.

NON-DISCRIMINATION

The district is an Equal Opportunity Employer and 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.

LIMITATIONS

The district reserves the right to redefine its priorities and process as it deems necessary, and to select one or more firms to perform services. At its sole discretion, the district may add or eliminate any firm or waive any informality in the selection process. The district reserves the right to hire additional consultants outside this RFQ process.

This Request for Qualifications does not commit the district to award a contract or to reimburse the proposer for costs incurred in submitting the subject proposal. The district reserves the right to reject any or all proposals received as a result of the request, to negotiate with any proposer, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFQ, as deemed to be in the best interest of the district.

Nevada Joint Union High School District

Dan Frisella, Superintendent

Jordan Kohler, Director of Facilities & Construction