

Auburn Union School District

255 Epperle Lane
Auburn CA 95603

Request for Qualifications Architectural and Engineering Services



RFQ Issued: May 31, 2022
Responses Due: June 20, 2022

REQUEST FOR QUALIFICATIONS
Architectural and Engineering Services

The Auburn Union School District ("District") invites the submission of qualification packages for Architectural and Engineering services to assist the District with various construction projects and repairs throughout the District.

Interested firms are invited to submit qualification packages as described below, with one (1) original and (3) copies of requested materials to:

Auburn Union School District
Attn: Heather Leslie, CBO
255 Epperle Lane
Auburn CA 95603

All Submittals must be received on or before
June 20, 2022 at 4:00 pm.

Once submitted, responses become the property of the District. No corrected or resubmitted submittals will be accepted after the deadline. Late submittals will not be accepted and will be returned unopened.

In order to control information disseminated regarding this Request for Qualifications (RFQ), firms interested in submitting a qualifications package are directed only to make contact with the contact person listed in this RFQ. ***Failure to do so may result in the elimination of the submitted package for review.***

If you have any questions regarding this RFQ please email Heather Leslie no later than June 6, 2022 at hleslie@auburn.k12.ca.us. Responses will be forwarded to all firms having requested this RFQ information by end of day June 8, 2022.

The District reserves the right to accept or reject any or all submittals, to select a qualified firm(s) with or without interviews and to negotiate with any or more than one of the responsible submitters. Submitters shall be responsible for any and all expenses that they incur in preparing their qualification package. Responses received from this RFQ will be used as the foundation for the development of an architectural pool for the District, subject to approval of the Board of Trustees, of which the District may contract with any or all of the firms selected for projects.

QUALIFICATION PACKAGE CONTENT REQUIREMENTS

It is requested that submittals be presented in the order as follows, utilizing brevity and clarity in all responses.

- A. Cover Page
- B. Cover Letter of Interest
- C. Organizational Information of Firm
- D. Qualifications and Experience:

Provide specific information concerning your firm's experience in educational facility planning and design over the last five (5) years. Example projects should include;

- a. Type of Project
 - b. Description of the services performed by your firm
 - c. Location of client and facility
 - d. Original and final construction budgets
 - e. Start and completion dates for construction (both projected and actual if different)
 - f. Name and contact information of client involved with your firm on this project
- E. Consulting Team:

Composition of team that your firm anticipates would work with the District on upcoming projects including;

- a. Name and locations of local offices;
- b. Table of organization for local offices that would work with the District:
 - i. Principal
 - ii. Project Architect(s)
 - iii. Project Manager(s)
 - iv. Other key team members
- c. Resumes for personnel that will be assigned to District, specific to experience in educational facility design and construction.

EVALUATION CRITERIA

All submittals will be reviewed and if necessary, selected firms may be contacted for interview. The evaluation criteria will be based on the information submitted, obtained from references, and resourced internally. In no particular order of preference, criteria for the evaluation of the firms shall include, but not be limited to:

- Qualifications and individual strengths of the specific project team members, including primary responsibilities of each. These qualifications must be of the proposed team that will actually perform services for the District;
- Capabilities to perform all aspects of the projects including firm capacity, resources, and other unique capabilities that might differentiate one firm from another;
- Demonstrated ability to complete projects on time and within budget;
- Firm's professional reputation and client relationships;
- Project architect's knowledge of applicable State regulations and California school construction/modernization practices;
- Professional capability and personality to be a full service architect.

PROHIBITED ACTIVITY

Actions falling under the categories listed below will render the submittal non-responsive and the firm will not be considered.

- A. Submitting firms or their agents shall not make any personal contacts with any member or the District's site staff, governing board, or other governing body, prior to selection. To do so could render your submission non-responsive.
- B. Submitting firms shall not violate the provisions of Section 1090 et seq. and Section 87100 et seq. of the California Government Code relating to conflict of interest of public officers and employees.
- C. Submitting firms shall honor the District's requirement to prohibit practices pursuant to Government Code Section 4526.