

**Oakland Unified School District
Department of Facilities Planning and Management
955 High Street Oakland CA 94601**

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)

Architectural Services for Central Administrative Center

June 19, 2019 (Issued)

Responses must be received July 12, 2019, no later than 2:00 p.m.

The Oakland Unified School District ("District") is requesting proposals from experienced design firms, partnerships, corporations, associations, persons or professional organizations ("Design Consultants") to provide professional services associated with the design of a new office building, space planning and site development.

Interested firms are invited to submit a completed Statement of Qualifications ("SOQ") along with the Fee Proposal (collectively "RFQ/P Packet") as described below, with one (1) unbound original, five (5) bound copies and a PDF version on a flash drive of requested materials to:

Oakland Unified School District
Tadashi Nakadegawa, Acting Executive Director
Department of Facilities Planning and Management
955 High Street, Oakland, CA 94601

Oral, telegraphic, facsimile, telephone or email RFQ/P Packets will not be accepted. RFQ/P Packets received after this date and time will not be accepted and returned unopened. The District reserves the right to waive any informalities or irregularities in the RFQ/P Packets. The District also reserves the right to reject any and all RFQ/P Packets and to negotiate contract terms with one or more Respondents.

If you have any questions regarding this RFQ/P please email Kenya Chatman, Acting Director at kenya.chatman@ousd.org, and cc: to Colland Jang, School Facilities Planning Consultant at colland.jang@ousd.org.

LOCAL, SMALL LOCAL AND SMALL LOCAL RESIDENT BUSINESS ENTERPRISE

PROGRAM The Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more Small Local or Small Local Resident Business (SLBE/SLRBE) participation for all capital program/construction-related contracts and professional services agreements. The full version of OUSD's latest Local, Small Local and Small Local Resident Business Enterprise Program can be found by going to the OUSD home page: ousd.org > Offices and Programs > Facilities Planning & Management Department > For Contractors and Developers > Bids and Requests for Proposals > Bid Information > 2014 Amendment to Local Business Participation Policy.

Schedule of Activities

Listed below is the "Schedule of Activities" which outlines pertinent dates of which firms responding to this solicitation should make themselves aware.

DATE	ACTIVITY
June 19, 2019	RFQ/P Issued.
June 27, 2019	Non-Mandatory Pre-Proposal Meeting at Facilities Planning & Management. 1 p.m. to 2 p.m.
June 28, 2019	Submit Statement of Interest with contact information (emails acceptable).
July 3, 2019	Written requests for Interpretation, Correction or Modification are due.
July 9, 2019	District will provide written responses to requests for clarification.
July 12, 2019	Proposals Due by 2:00 p.m.
July 22 - 23, 2019	Interviews of Short Listed Firms.
September 11, 2019	Board Meeting – tentative approval of Contract.
September 12, 2019	Tentative Notice to Proceed issued to Consultant.

ESTIMATED CONSTRUCTION BUDGET: \$42.0 Million

PROJECT DURATION: Project Completion by September 2022

REQUEST FOR QUALIFICATIONS & PROPOSALS

The purpose of this RFQ/P is to solicit fee proposals from design firms for OUSD's Central Administrative Center Project.

A. PROJECT DESCRIPTION

- 1.** Construction of a new 2-story 54,000 s.f. office building to house Central Office staff and a Board Room for public meetings.
- 2.** Demolition of two existing structures, a single story 5,118 s.f. cafeteria and a 896 s.f. single story portable. Selective demolition of a two-story 42,643 s.f. classroom building; construct structure to preserve existing server room operations (see Proposed Phasing Plan).
- 3.** Site improvements to accommodate new parking lot layout and development of site amenities (see Proposed Project Plan). The site acreage is approximately 2.6 acres.
- 4.** Space planning for approximately 300 Central Office staff currently located at 1000 Broadway.

B. BASIC SERVICES

Design Consultant agrees to provide the Services described below:

- 1.** Design Consultant shall be responsible for the professional quality and technical accuracy of all designs, drawings, specifications and other services furnished by Design Consultant under the Agreement as well as design and existing conditions coordination. Design Consultant shall, without additional compensation, correct or revise any errors or omissions in its design, drawings, specifications and other Services.
- 2.** Design Consultant will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a Contractor's cost of performance. Design Consultant shall advise the District of the most effective methods of identifying and securing such information as part of each stage of design. Design Consultant shall track for District's benefit all such suggested and disclosed information.
- 3. District Standards.** Design Consultant shall incorporate into its work and the work of all Sub-consultants the District standards for facilities and construction at such time as they are adopted.
- 4. Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District's request, the Design Consultant, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Design Consultant's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

C. GENERAL STATEMENT OF WORK:

It is anticipated that the scope of services for this Project will include but not limited to the following:

Project Programming Phase:

- Meet with District Representatives (that include but not limited to the Facilities Director(s), Project Manager (PM), Construction Manager (CM) and Central Office staff) to review specific facility and program needs for each division or department.
- Meet with various District departments including but not limited to: Buildings and Grounds, Information Technology Services, etc.
- The District's intent is to relocate both staff and furniture/equipment from 1000 Broadway to the new Central Administrative Center. Performing a detailed inventory of existing furniture/equipment will be required in order to produce final space plans.
- Review Scope of Work for accessibility, fire/life safety, structural, and building envelope requirements. Thoroughly document existing conditions and issues, both in the building and the site as related to demolition and/or preservation.
- Advise and assist District in achieving its sustainability goals for CHPS or LEED certification.
- Advise and assist District on regulatory agency(s) to secure permits and approvals.
- Coordinate design work with District's selected CEQA Consultant.
- Provide the proposed scope of work and associated estimate for the cost of the work.
- Provide the project assessment package including initial schematic level drawings as needed to develop an accurate budget/cost estimate.
- Meet with the Facilities Director(s), PM and CM to align proposed budget and scope of work with the District assumed scope and budget. Arrive at a final scope and budget approved by the District prior to proceeding with the next phase of work.

Design Phases:

- Review site survey, geotechnical and other project related information provided by the District.
- Review and adhere to the District's latest Design Standards found in the OUSD website.
- Prepare design phase documents (SD, DD, 50% CD, 90% CD) for submittal and review.
- The Construction Document design package submitted to the regulatory agency shall be a fully coordinated and complete set of contract documents.
- Provide cost estimates at Schematic Design, Design Development and 90% CD, and participate in scope to budget reconciliation process with PM and CM.
- Participate in review of design documents with Facilities staff, Central Office staff, local Fire Marshall, City of Oakland, DSA and representatives of other State or Local agencies as needed, and prepare meeting minutes;
- Develop a phasing plan in coordination with the Project Manager and Construction Manager;
- Coordinate District provided drawings and reports as required. This includes, but is not limited to, seismic studies, site surveys and historic assessment reports.
- Review District's abatement of hazardous materials reports and abatement work. Alert District of discovered deviations;
- Prepare final set of plans and specifications for bidding;

- Participate in bidding, bid review and analysis which may include preparing addenda and obtaining regulatory agency approval of addenda;
- Prepare preliminary color/material boards of all applicable exterior and interior materials for review by District Representatives at the end of the schematic design phase. Prepare final color/material boards during the design development phase based upon District team feedback.

Construction Phase:

- Assist in construction administration activities, including review of submittals, attendance at weekly on-site meetings, implementation of current regulatory agency required procedures, responses to requests for information (RFIs), and review of contractor payment requests and change orders;
- Participate in project close-out tasks, which will include the preparation of punch lists, the review of warranties and guarantees, and the review and approval of final contractor payments;
- Assist District with Final Close-out;
- Prepare and/or review of Record Documents and electronic files. Submit electronic versions of Record Documents (including but not limited to As-Built Drawings) to the District on a flash drive.

D. LIMITATIONS

This RFQ/P is not an offer by the District to contract with any party responding to this RFQ/P. The District reserves the right to add additional prequalified Respondents for consideration after distribution of this RFQ/P if it is found to be in the best interest of the District. All decisions concerning the selection will be made in the best interests of the District. The awarding of the contract pursuant to this RFQ/P, if at all, is at the sole discretion of the District.

The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any RFQ/P Packet in response to this RFQ/P. RFQ/P Packets and any other supporting materials submitted to the District in response to this RFQ/P 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. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, RFQ/P Packets shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any RFQ/P Packet.

E. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/P,

the evaluation or selection process/or the award of the contract with any member of the District, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the Respondent submitting a RFQ/P Packet.

F. STATEMENT OF QUALIFICATIONS

1. General Information / Instructions - Statement of Qualifications

- 1.1.** The District is inviting Statements of Qualifications for the "Project" which shall require coordination, administration, consulting and advice, and related services.
- 1.2.** The District seeks to identify teams with a record of excellence in efficient planning and project delivery. The firms must have extensive experience in new office buildings and space planning projects.
- 1.3.** The Statement of Qualifications must contain all requested information about the firm and must be on no larger than 8 1/2 x 11 paper and no more than fifteen (15) printed pages in length. Statement of Qualifications should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of firm.

2. Content – Statement of Qualifications

- 2.1. Letter of Interest** - A dated Letter of Interest must be submitted, including the legal name of the firm(s), address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Statement of Qualifications on behalf of the firm. The Letter of Interest should provide a brief statement of firm's experience indicating the unique background and qualities of the firm, its personnel, and its sub-consultants, and what will make the firm a good fit for work in the District. The letter shall also include the following statements:

"[RESPONDENT'S NAME] received a copy of the District's Agreement attached as **EXHIBIT A** to the RFQ/P. [RESPONDENT'S NAME] has reviewed the indemnity provisions in **EXHIBIT A** and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to the use of the Agreement."

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(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

- 2.2. Table of Contents** - A table of contents of the material contained in the Statement of Qualifications should follow the Letter of Interest.
- 2.3. Executive Summary** - The Executive Summary should contain an outline of firm's approach, along with a brief summary of firm's qualifications. Firms interested in being considered for the Central Administrative Center Project shall clearly indicate that interest and provide a detailed fee proposal.

Narrative - Provide a comprehensive narrative of the services offered by firm. The narrative should include all of the following:

2.4. Firm Information

2.4.1. Provide a brief history of firm, team firms, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.

2.4.2. Describe firm's philosophy and how it will work with District administration officials, community partners and district facilities staff.

2.4.3. Describe firm's experience developing projects within a political environment including facilitation of community involvement.

2.4.4. Discuss the firm's/team's ability to meet schedules for comparable projects, firm's schedule management procedures, and how the firm has successfully handled potential agency approval delays.

2.4.5. Identify office building and space planning projects performed by firm in the past three (3) years. Limit response to no more than the twenty (20) most recent projects. Please include the following information for each project:

2.4.5.1. Name of project and client,

2.4.5.2. Scope of projects, description of services provided,

2.4.5.3. Contact person, telephone number and email address,

2.4.5.4. Firm person in charge of each project,

2.4.5.5. Construction dollar value of each project,

2.4.5.6. All litigation arising from the project, if any. State the issues in the litigation, the status of litigation, names of parties, and outcome.

2.5. Additional Data - Provide additional information about the firm as it may relate to the Statement of Qualifications. These may include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding firm's qualifications, capacity and/or expertise. This additional data shall be in an Appendix and will not be counted in the fifteen page SOQ limit.

2.6. Professional Fees

Firms interested in being considered for the Central Administrative Center Project shall clearly indicate that interest and provide a detailed fee proposal.

Provide a detailed schedule of the Consultant's and Sub-consultant's hourly billing rates and a breakdown of associated costs for all tasks proposed (including contingency costs per task).

3. Local, Small Local and Small Local Resident Business Enterprise Program

The Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more Small Local or Small Local Resident Business (SLBE/SLRBE) participation. Submit a detailed description of the team's L/SL/SLRBE composition clearly indicating the name of the firms and percentages of participation on the following form ("Local Business Participation Worksheet").

LOCAL BUSINESS PARTICIPATION WORKSHEET

Prime Consultant:

RFQ/P: Central Administrative Center Project

Date:

Team Member	Projected Percent of Total Fee Per Team Member	LBE %	SLBB %	SLBR %	City of Oakland Certification Number
Prime Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
Company: Address: Phone: Email:					
TOTAL PARTICIPATION					

Approval – LBU Compliance Officer

G. District's Evaluation / Selection Process – Statement of Qualifications

- 1.** Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence in like construction, and the Firm's ability to integrate its personnel with the District's staff and consultants.
- 2.** After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Firm(s). The District may elect to interview one or more Firms. Interviews are tentatively scheduled as indicated above. Any firm(s) selected for interviews must make available for interview the key personnel it intends to assign to the District's Project(s). Any comments or objections to the form of Agreement attached hereto as **EXHIBIT A** to this RFQ/P shall be provided in writing before the interview and may be the subject of inquiry at the interview. Any comments or objections to the form of Agreement not provided in writing before the interview will not be entertained by the District. Adequate time will be allowed for presentation of qualifications followed by questions and answers.
- 3. District Investigations** - The District may check references, and may perform investigations of firm that extend beyond the information in the proposals. The District may conduct interviews of firms.

H. Final Determination And Award

The District reserves the right to contract with any entity responding to this RFQ/P, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District reserves the right to reject any or all submissions, to request further information, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFQ/P. This RFQ/P does not commit the District to award a contract or to reimburse any firm for costs incurred in submitting a proposal.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the Agreement and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent responding to this RFQ/P.

The RFQ/P packet, and any other supporting materials submitted to the District in response to this RFQ/P 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. This RFQ/P does not commit the District to negotiate an agreement with any proposing firm or individual.

END OF RFQ/P