

<p align="center">REQUEST FOR PROPOSALS (RFP) # 2017-1 MEASURE K ARCHITECTURAL SERVICES</p>

NOTICE IS HEREBY GIVEN that the Corning Union High School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and designing services for selected projects under the District's Measure K Bond Program ("Program").

Respondents to this RFP should mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on CD or flash drive of their Proposal, as further described herein, to:

John Burch
CORNING UNION HIGH SCHOOL DISTRICT
643 Blackburn Ave.
Corning, CA 96021

ALL RESPONSES ARE DUE BY 2:00 P.M., ON MARCH 10, 2017. Any Proposal received after that date and time will not be accepted and will be returned unopened.

FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

Each Proposal must conform and be responsive to the requirements set forth in this RFP.

If you have any questions regarding this RFP please call John Burch at 530-824-8000 or email at jburch@corninghs.org before 5:00 p.m on March 1, 2017. Answers will be posted on the District website by 9:00 a.m. on March 6, 2017.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

BACKGROUND

The District serves approximately 950 students from the City of Corning and the surrounding southern Tehama County area. The District operates a large high school, a small continuation high school, and an adult school.

Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming, and design services on an as-needed basis for Program projects. This RFP defines the architectural services sought and generally outlines the District's requirements.

PROGRAM DESCRIPTION

The Measure K Bond Program authorizes the District to issue \$8,300,000 of bonds to fund school facilities projects, including, but not limited to, the following:

- Repair/replace leaky roofs;
- Make health, safety, and security improvements;
- Update inadequate electrical and technology infrastructure;
- Improve water conservation by installing an all-weather track and making field improvements
- Modernize/renovate outdated classrooms, restrooms, and school facilities; and
- Replace temporary portables with permanent classrooms.

LIMITATIONS

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFP. The District makes no representation that participation in the RFP 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 a response to this RFP.

The Proposals and any other supporting materials submitted to the District in response to this RFP, will not be returned and will become the property of the District unless portions of the material 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, Proposals 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 Proposal.

FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to submit Proposals in response to this RFP and no respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, 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 RFP, the evaluation/selection process, or the award of the contract with any member of the District, Board of Education, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent.

SCOPE OF SERVICES

Any firm selected based on this RFP process must be capable of providing full architectural services through the design and construction phases of any and all selected Program projects. The desired Scope of Services is set forth at **Exhibit "A"** to the District's form Agreement for Architectural Services ("Agreement"), which is distributed with this RFP as **Appendix "A"** and incorporated herein by this reference.

FORMAT REQUIREMENTS

Firms responding to this RFP must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the Proposal.

- The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:
 - No divider sheets or tab.
 - Pages with proprietary information removed.
 - A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.
- The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

CONTENT REQUIREMENTS

1. COVER LETTER (maximum of 2 pages)

- Provide a letter of introduction signed by an authorized officer of the respondent. If the respondent is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- Respondent must include one (1) of the follow statements:

"[INSERT RESPONDENT'S NAME] received a copy of the District's form of Agreement for Architectural Services ("Agreement") attached as Appendix "A" to the RFP. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including the indemnity provisions and professional liability insurance provisions contained therein. If given the opportunity to contract with the District, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement."

OR

"[INSERT RESPONDENT'S NAME] received a copy of the District's form of Agreement for Architectural Services ("Agreement") attached as Appendix "A" to the RFP. [INSERT RESPONDENT'S NAME] has reviewed the Agreement, including the indemnity provisions and professional liability insurance provisions contained therein. If given the opportunity to contract with the District, [INSERT RESPONDENT'S NAME] has objections to the use of the Agreement, listed as follows: [IDENTIFY ALL OBJECTIONS]."

Note: Respondent must identify any objections to the District's form of Agreement in its Cover Letter (tab 1). In addition, for each objection identified in the Cover Letter, Respondent must also set forth its proposed changes to the language of the Agreement in the Appendix (tab 8) to its Proposal. The District will only consider objections/proposed changes to the Agreement submitted with the Proposal. Failure to object and/or include proposed changes as required herein means that Respondent agrees to accept the Agreement "as is".

- 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.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.

- Respondent shall sign and add the following language: *"By virtue of submission of this Proposal, [INSERT RESPONDENT'S NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support).
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. RELEVANT QUALIFICATIONS

- Describe your firm's approach to cost estimating, including some history of cost estimates versus actual bid amount, on three (3) school projects awarded in the last five (5) years. Include at least two (2) examples of school facility modernization projects.
- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
- Describe the approach to conformance with federal/state/local applicable code requirements.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.

- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design and LEED in the context of similar facilities.
- Describe your experience with pre-checked designs, giving specific project details.
- Describe your experience with lease/lease-back projects.
- How does your firm approach modernization projects versus new construction projects?
- Describe your experience with DSA and working within the DSA processes.
- Describe your experience with the Commissioning process.
- Describe your experience with and approach to designing safety upgrades for schools or similar facilities.
- Describe your experience with and approach to designing energy efficiency and water conservation systems for schools or similar facilities.

4. RELEVANT PROJECT EXPERIENCE

- Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
 - District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
 - Project name and location.
 - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
 - Square footage.
 - Main program elements.
 - Original budget, bid amount & final amount at close-out.
 - Number of RFI's and Change Orders of each project.
 - Briefly state relevance of projects included for consideration in this RFP.
 - Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
 - Key individuals of the firm involved and their roles in the project.
 - Any sub-consultants that worked with the firm.

- Reference all projects adhering to CHPS criteria your firm has worked on.
- Identify any and all K-12 educational projects that have not been closed-out by DSA and provide explanation.

5. PROJECT TEAM SUMMARY

Identify key team members, including sub-consultants, and state their qualifications relevant to the scope of services for the project(s).

Each Proposal must include evidence that the respondent is legally permitted and properly licensed for the scope of work for which the Proposal is submitted and to conduct business in the State of California.

The District expects that the team shall remain intact through the duration of the project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

6. LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A Proposal failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

7. FEE PROPOSAL

Fee proposal shall include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). Proposal shall provide a Schedule of Rates ("SOR") by position, by company entity, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category. Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation.

A form of the Agreement has been distributed with this RFP as **Appendix "A."** The final form of the Agreement will incorporate the final scope of work and not-to-exceed fee negotiated between the District and the selected firm, which shall be negotiated with the successful respondent. **Any objection to the form of Agreement must be identified in the Cover Letter (tab 1), and the corresponding proposed change to the language of the Agreement must be set forth in the Appendix (tab 8), otherwise the objection/proposed change is waived and Respondent must accept the Agreement "as is".**

8. APPENDIX

- Firm brochure/history/background, reprints, etc.
- Key team member resumes.

- Proposed changes to the language of the Agreement, based on objections identified in the Cover Letter (tab 1), if any.

SELECTION PROCESS AND CRITERIA

The District will evaluate all submissions. Each submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified. Based upon the information presented in the submissions, the District may elect to conduct interviews with some or all of the respondents. After the interviews, if any, the District will identify the firm(s)/team(s) that can provide it the greatest overall benefit.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar services;
- Experience and results of proposed personnel;
- References from clients contacted by the District;
- Technical capabilities and track record of use;
- Value of services under proposed fees; and
- Overall responsiveness of the Proposal.

DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the Proposal. The District may request a respondent to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted. At the District's discretion, firms may be asked to arrange a tour of a representative facility which they have been responsible for.

INTERVIEWS

The District, at its sole discretion, may elect to interview selected firm(s). The District may elect to interview one or more firms. If a firm is requested to come for an interview, the key proposed project staff will be expected to attend the interview. The interview will be an opportunity for the District to review the firm's proposal and other matters the District deems relevant to its evaluation. **Any objections/proposed changes to the form of Agreement attached hereto as Appendix "A" shall be stated in writing in the Proposal and may be the subject of inquiry at the interview. The District will not consider any objections/proposed changes to the Agreement that are raised after the deadline for submitting Proposals.**

FINAL DETERMINATION AND AWARD

The District reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein, to reject any Proposal as non-responsive, and/or not to contract with any respondent for the services described herein. The District makes

no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP, including any supporting materials.

The awarding of a contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful firm(s) 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 firm responding to this RFP.

RFP RESPONSE SCHEDULE SUMMARY

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE
2/24/17	Release and advertisement of RFP #2017-1.	
3/3/17	Deadline for submission of written questions to District concerning RFP #2017-1.	4:00 p.m.
3/10/2017	Deadline for all submissions in response to RFP #2017-1.	2:00 p.m.
3/14/17	Release of short-listed firms.	4:00 p.m.
3/16/17	Interviews of short-listed firms, if needed.	Begin 9:00 a.m.
3/17/2017	Notification to selected firm	4:00 p.m.

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!