

Hillsborough City School District

Request for Qualifications Professional Design Services

AUGUST 23, 2022

The Board of Education of the Hillsborough City School District is seeking qualified providers of architectural and engineering services for upcoming new construction and renovation projects on all of their campuses. Approval of Measure "H" has allowed the Hillsborough City School District to begin a multi-year, \$140 million construction program. Projects include: renovation and new additions at all four campuses; the addition of a multi-purpose room on one campus; renovation of school administrative offices at the elementary schools, middle school and district office, open space and field renovation and various other projects within the District. It is the Board's intent to select three to five firms to be placed on a list for assignments over the program duration. Assignments will be based on the specific project type suitability with a firm's experience, references relevant to the specific project type, availability and track record to perform work in given timelines and budget constraints.

Responses to this Request for Qualification are due in the offices of the Hillsborough City School District on TUESDAY, SEPTEMBER 13, 2022, by 4:00PM. Firms selected for interviews will be notified during the week of SEPTEMBER 19, 2022, and interviews will be scheduled shortly thereafter. The Board expects to approve the selected firms at the October School Board Meeting.

The written application should address the applicant's qualifications in each of the areas outlined in the next paragraph. It should also clearly identify the business relationship between various firms involved in the application (e.g. consultant, joint venture, association), and what entity will enter into the contract with the District. Key personnel who will be working on District projects should be identified where possible, and resumes should be limited to these personnel. Finally, an unrestricted narrative supported by sketches, drawings, photographs or other graphic material will be permitted at the applicant's discretion. A submittal must include five (5) copies and one (1) copy on a USB flash drive. All materials should be assembled in loose sheets of approximately 8-1/2" x 11" format, not to exceed 25 pages in length exclusive of resumes and samples of work with specific building types identified.

The following areas of applicant qualification should be demonstrated for A-E firm and key consultants:

- General range and level of experience in K-12 public school modernization and new construction projects.
- Specific experience with multi-purpose rooms, group learning facilities, campus administrative offices, historically significant school campuses and open space/field renovation projects.
- Experience with the Division of the State Architect (DSA).
- Ability to complete documents within aggressive time frames.
- Ability to obtain timely approvals by DSA.
- Ability to keep project designs within defined budgets.
- Ability to produce high quality, complete and fully coordinated documents.
- Ability to work within a program and construction management framework.

Paper screening and interviews will be conducted by a panel of District staff, school board, community members, and consultants. Applicants selected for interviews will be advised regarding interview format at the time of notification. Fee negotiations will be conducted on a project-by-project basis following selection.

The District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information provided in the Proposal.

This Request for Qualifications does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any proposals or to cancel in part or in whole this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

Firms interested in responding to this RFQ are requested to notify the District of their interest in submitting their Responses in accordance with this RFQ to:

ANTOINETTE HENSON, E.A. to SUPT.
Hillsborough City School District
300 El Cerrito Avenue
Hillsborough, CA 94010
Phone: (650) 342-5193
Email: ahenson@hcsdk8.org

Any questions regarding application procedure may be directed to Antoinette Henson at the above phone number and/or email address. Applicants are requested not to contact other District staff or Board members in connection with this selection process. Failure to observe this request may result in disqualification.

Proposal Format and Content

1. A cover letter signed by an officer of the firm submitting the application, or signed by another person with authority to act on behalf of and bind the firm. Authorized signature acknowledges the information contained within the proposal to be true and accurate.
2. General information about your company, including number of employees, years in business, years experience with K-12 public schools, name(s) of owner(s), home office location, local office location (if different), types of licenses held, license numbers, primary business types and market areas, website address. Clearly identify a contact person including e-mail, phone and fax numbers.
3. Specific experience with similar K-12 public school projects. Include information and samples of relevant projects performed by your office including renovation projects, multi-purpose rooms, modular buildings, group learning facilities, campus administrative offices, historically significant school campuses and open space/field renovations. Please include project type(s), constructed values, dates, names and phone numbers of Owner's representatives (PM, CM, and/or District staff), and names of A-E and consultant staff assigned to projects.
4. Identify the proposed structural, mechanical, electrical, and civil engineers. Note length of time the engineering consultant has been working with the architectural firm. Include resumes and related experience for members of subconsulting firms who will be working on Hillsborough City School District projects. The District will require that the architectural/engineering firm to work with a District-selected Representative throughout the design and construction process.
5. Specific experience with the Office of Public School Construction (OPSC), Division of the State Architect (DSA), California Department of Education (CDE) and state-funded school projects.
6. Your approach to obtaining the highest possible quality of bid documents. Be specific about your methods of consultant coordination and internal quality control.
7. Specific experience with projects with a program and/or construction management firm involved. List names and phone numbers of PM/CM representatives on these projects.
8. The District may hire an outside plan reviewer to perform a constructability review and value engineering analysis. Please describe your proven ability and willingness

to work with an outside plan reviewer, including making changes in the plans and specifications based on the review.

9. Resumes of key personnel including proposed project team for Hillsborough City School District.
10. Have you ever initiated litigation against a client? Has a client ever initiated litigation against your firm? If the answer to either question is yes, please give details including nature of dispute, ultimate resolution of dispute, and names of references who can verify information provided.
11. Have you ever been terminated by a client? If so, please indicate why and provide names and phone numbers of references who can verify the information provided.