



Sulphur Springs Union School District

27000 Weyerhaeuser Way
Canyon Country, CA 91351
(661) 252-5131

Request for Statement of Qualifications and Proposals for Architectural Services December 6, 2022

Statement of Interest: 5:00 PM on December 23, 2022
Deadline for Responses: 3:00 PM on January 23, 2023

Request for Statement of Qualifications and Proposals for Architectural Services

The Sulphur Springs Union School District is seeking Statements of Qualification (SOQ) and Proposals from qualified architectural firms to provide architectural and engineering services related to the design and construction of an elementary school campus at a new development known as Skyline Ranch in Canyon Country, California (hereinafter, the "Project"). Exhibit A includes a layout of the property in question.

The District is seeking a firm that can utilize elements of a recently designed classroom building and incorporate those elements into a new campus. The classroom building constructed at Pinetree Community School and Sulphur Springs Community School was designed as a Sulphur Springs Union School District standard classroom building. The design is scalable.

Qualified firms are invited to submit **an original plus five (5) copies** of their SOQ and Proposal consistent with the requirements set forth in this Request for SOQ and Proposals in a sealed envelope no later than **3:00 PM on Monday, January 23, 2023**, to the following address:

***Sulphur Springs Union School District
c/o Dr. Catherine Kawaguchi, Superintendent
27000 Weyerhaeuser Way
Canyon Country, CA 91351***

The Sulphur Springs Union School District intends to make a recommendation to the Board of Trustees at a regularly scheduled meeting to select one firm to provide the architectural services for the Project. The services shall include all design and engineering services required to secure Division of State Architect (DSA) approval, bidding and construction of the Project. However, the District reserves the right to cancel the request or reject all proposals, in part or in their entirety, should it deem it to be in the best interest of the District.

Firms submitting a SOQ and Proposal are directed not to make personal contact with any member of the Board of Trustees or any staff member not otherwise permitted by this Request for SOQs and Proposals. Any and all inquiries must be in writing and shall be directed to Dr. Catherine Kawaguchi at ckawaguchi@sssd.k12.ca.us with a copy to Yuri Calderon at ycalderon@millercalderon.com. Responses to inquiries will be distributed to all interested parties.

All SOQ and Proposals received after 3:00 PM, January 23, 2023, shall be rejected and returned to the firm unopened.

Any firm interested in participating in the selection process must submit a statement of interest by no later than **December 23, 2022**. The statement of interest must identify a primary

contact for all communications and an authorized representative of the firm that will sign the contract on behalf of the firm if awarded the contract.

The selection of a firm will be based on demonstrated competencies in similar projects for California public elementary school districts. The District will be relying on the following criteria, in no particular order, in making its selection:

1. Responsiveness of the SOQ and Proposal;
2. The qualifications of the firm and its individual team members, including key , training, education and relevant experience;
3. Project Approach, including the techniques, procedures and tools used in similar projects throughout California;
4. Experience with both traditional school construction methods and with pre-engineered or modular construction;
5. Demonstrated flexibility for working with District staff and the Construction Team;
6. Any other criteria deemed relevant to the selection.

We look forward to receiving and reviewing your Statement of Qualification and Proposal.

Dr. Catherine Kawaguchi
Superintendent
Sulphur Springs Union School District

Selection Process Timeline*:

Request for Statement of Qualifications:	December 6, 2022
Statement of Interest:	December 23, 2022
SOQ and Proposals Due:	January 23, 2023
Evaluation of Written Proposals:	January 24-31, 2023
Interviews of Finalist Firms:	February 10, 2023
Recommendation to Board of Trustees:	February 22, 2023

** The District reserves the right to modify this timeline as needed.*

Request for Statement of Qualifications and Proposals

1. **Cover Letter:** Provide a cover letter expressing the following:
 - a. Interest in entering into a contract with the District;

- b. A brief history of the firm;
 - c. The structure of the firm and the representatives that are authorized to sign and/or make decisions on its behalf;
 - d. A statement that, if selected, the firm will comply with all applicable state and federal laws, rules, regulations and requirements now in effect and those that shall be in effect during the period of the contract; and,
 - e. An affirmation that the firm and/or its members have not engaged in any collusion, price fixing or inappropriate contacts with District staff or Trustees during the selection process;
2. **Contact Information:** Identify the name of the individual that will be the contact person for the firm during the selection process. All communications, e-mail or otherwise shall be to/from this individual only for purposes of the selection process. If different, identify the individual that will be the lead Architect for the project. The identified individual must be a licensed/registered architect with the State of California. For each individual identified in this section, include name, address, contact telephone numbers, electronic mail addresses and relationship to and history with the firm. If the firm has a website, include the website address.
3. **Key Personnel:** Identify the key personnel that will be assigned to the project. Include a resume of each such individual that highlights experience with California public school district experience. Please also identify the professional specialty consultants that you will be using for this project (Structural Engineer, Mechanical Plumbing & Electrical Engineer, Landscaping Consultant, etc.). If successful, the firm may modify these upon execution of the contract with the consent of the District.
4. **Proof of Liability and E&O Insurance:** Specify limits on the following insurances:
- a. Professional malpractice
 - b. Workers Compensation
 - c. Automobile Policy
 - d. General E&O Coverage
5. **California School District Experience:** Identify similar experience performing architectural and engineering services for California elementary school districts. For each project, provide the following:
- a. Date approved by DSA
 - b. Estimated Budget or Final Construction Cost
 - c. The square footage of the classrooms and square footages for all buildings
 - d. A representation of the site layout on an 8 X 10 or 11 X 17 sheet of paper
 - e. Indication whether project was funded by the State Facilities Program

The District prefers that the interested firm select projects that have been completed in the last seven (7) years.

6. **Experience with Pre-Engineered/Modular Design & Construction:** The District may or may not be utilizing pre-engineered or modular construction for the construction of the buildings. Describe the firms experience with pre-engineered and modular construction products, including the same details provided above in response to question number 5.
7. **References:** Provide a list of three school district references that the District may contact for information on your firm related to projects completed for that district. For each include the name of the district, the name of the contact person at a director or high level and a telephone number where that individual may be reached.
8. **Proposals:** Provide a proposal for the services described above that includes (1) all phases of design and preparation of construction documents; (2) representation of the District through the DSA administrative process for design approval; and, (3) representation of the District during the construction phase of the Project.
9. Include any additional information you believe would assist the District in making its decision to select the firm best suited to support the District with these projects.