



# Ojai Unified School District

414 East Ojai Avenue, P.O. Box 878, Ojai, CA 93024  
(805) 640-4300 • Fax (805) 640-4419 • [www.ojaiusd.org](http://www.ojaiusd.org)

## Request for Qualifications (RFQ)

### Architectural Services

#### 1. Introduction

In November 2020, the voters passed a bond measure (K) for \$ 45 million dollars to fund modernization, restoration, repair, replacements and new school projects. The Ojai Unified School District (OUSD) is comprised of 5 elementary sites, 1 middle school site, 2 high school sites and a district office complex. The student population is approximately 2,400. Further information about the Measure J and Measure K project is found on our website at [www.Ojaiusd.org](http://www.Ojaiusd.org)

#### 2. Scope

Pursuant to California Government Code sections 4525, et seq., and 53060, OUSD is soliciting written statement of qualifications from professional firms for various projects architectural design services. OUSD is planning to award several as-needed contracts on a project by project basis. Projects may include minor repair and renovation, interior redesign and refresh, building or pool facility replacement, new construction and master site planning and ADA compliance. Sub-contracted services by the architectural firm to include structural engineering, mechanical engineering, Civil Engineering, Laboratory testing, and Department of State Architects (DSA) submissions / compliance.

#### 3. Submission and Timeline

The tentative schedule is subject to change and will be posted on the district website.

RFQ/P release:	January 22, 2021
Questions and statement of qualifications due on:	February 18, 2021
Interviews at District's discretion:	February 24- March 5, 2021
Board Approval of qualified firms:	March 10, 2021

NOTE: Qualified Firms will be notified of the board approval on March 11, 2021 and be eligible to bid / submit proposals for individual projects as they become ready for execution. The list will remain in effect for not less than 18 months, or more than 36 months from date of board approval. Interested firms by submit their written copies of qualifications to:

#### By Mail or In Person

Ojai Unified School District  
Attn: Business Office/ Bond Managers  
414 E. Ojai Ave.  
Ojai, CA 93023

#### **Administration**

Tiffany Morse, Ph.D., Superintendent  
Sherrill Knox, Ed.D., Assistant Superintendent Educational Services

#### **Board of Education**

Jane Seiler Weil, President  
Kevin Ruf, Vice President  
Michael Shanahan, Clerk  
Shelly Griffen, Member, Trustee Area 4  
Rebecca Chandler, Member, Trustee Area 2

Responses must be received by personal delivery, carrier, or US Mail, no later than 2:00 p.m. on February 18, 2021. Any late submittals will be deemed non-responsive, and the District shall reject any submittals received after the deadline stated above. Such submittals will be returned unopened.

#### 4. Qualification Requirement Submission:

The RFQ should address the following items succinctly and specifically within the appropriate sections as noted below. Failure to include all specified section in the response to the RFQ may be deemed non-responsive.

Each RFQ must be presented to the District in a bound fashion (Three ring binder o.k. if plastic sleeve protectors are use. No pages of the response shall be loose or inserted in binder pockets as a substitute for being included within the bound portion of the response. Each section of the RFQ must be tabbed according to the numbered index system indicated.

- a. Title page: Firm Name, Address, Telephone, Fax and e-mail address, if available. Also name and point of contact.
- b. Table of contents: Include a complete and clear listing of the headings and page numbers to allow easy location of key information.
- c. Company: Legal form of company (partnership, corporation, joint venture, etcetera)
- d. Firm Background / History: Identify ownership of firm and provide history, including number of years firm has provided similar services for either public or private sector clients. If RFQ is being submitted as a joint venture from 2 or more firms, information must be provided for each firm. Additionally, statement must describe the working relationship of each firm with the others, and the percentage of work each firm is expected to perform. A description of the proposed approach to providing the services must be included. A single entity must be identified as primary and all communications with the district will be through a project manager from that primary firm.
- e. Recent Experience: Provide a summary of the firm's experience with K-12 school facilities and /or public facilities in the State of California. This experience may comprise both new school sites and existing school sites. Provide examples of a minimum of three recent projects, with cost, reviewing agencies, and extent of community outreach.
- f. References: Provide a minimum of three references with an emphasis on K-12 school districts, if available, including contact person and telephone numbers for a district/owner representative who was involved in the process, for each project.
- g. Staff Qualifications: Provide the qualifications and recent experience of the staff to be assigned to the District's project, including resumes.
- h. Quality Assurance Plan: Describe the quality assurance procedures employed by your firm to minimize change orders and ensure well-coordinated and complete projects.
- i. Claim/Litigation/Arbitration History: List all claims, lawsuits or arbitrations by the following category:
  1. On behalf of your firm, in the last five (5) years related to professional services, including but not limited to, against a client for whom you performed professional services.
  2. Against your firm, in the last five (5) years related to professional services, including but not limited to, a client for whom you performed professional services.
  3. Against your client for work you performed.

For items (1) and (2) above, a claim is defined as a demand for payment Over \$ 25,000 that is disputed. A lawsuit is an actual complaint filed in court. Arbitration is an alternative dispute resolution in which a neutral third party renders a decision after a hearing in which both sides have an opportunity to be heard.

- j. Computer Project Management, Building Information Modeling, and Computer-Aided Design (CAD)/Computer Graphics Experience: Provide experience of firm with scheduling/project management software and BIM software, such as Primavera products, Revit, or other similar products, including on-line project management services. Provide the CAD/Computer Graphics experience and capability of the firm to support projects.
- k. Location of firm and consultants: Provide the address of the primary firm, (and joint venture firms if applicable), and addresses of all proposed team members. Priority will be given to firms located within Ventura County. The respondent acknowledges that the District seeks to promote employment and business opportunities for local residents and firms on all contracts. The respondent will, to the extent legally possible, solicit applications for employment and proposals for subcontracts for work associated with this document from local residents and firms as opportunities occur.
- l. Sub-Consultants: Identify all professions/trades which are not "in-house" services. Specify names, professional licenses earned, and experience of the firms.
- m. Employment Diversity: Participation of small emerging business enterprises (EBEs) including minority, women, and disabled veteran-owned business enterprises is encouraged. The District actively encourages the diversity of qualified professionals on the project team and encourages the prime and consultant firms to demonstrate employment diversity by exerting assertive efforts to improve employment of EBE members in their work forces.
- n. Cost Summary: Provide a Schedule of Rates (SOR) for the principal firm (or firms if there is a joint venture or partnership). The SOR shall consist of a list of project staff categories with maximum hourly billing rates. Any proposed reimbursable expenses should also be listed. Also, identify hourly rates of any primary sub-consultants.
- o. Additional Information and Comments: Include any other information that you feel is pertinent but not specifically asked for herein.\
- p. Signature Page: Indicate that the proposal will be valid for a period of at least six months, apply the signature of the person responsible for the proposal and a statement that said person has the authority to bind the company with this type of proposal.

##### 5. Submittal Information

Responses shall be submitted on 8 ½ x 11 paper, single sided with font no less than 12 pitch. Each submittal shall be no longer than Twenty (20) pages in length, including the Table of Contents. Exhibits and tabs are excluded. Exhibits can be larger than 8 ½ x 11. Each section of the RFQ must be tabbed according to the numbered index system indicated.

**Please provide the District with 2 copies of the Bound Submittal.**

Once the District receives the responses they will remain valid and may not be withdrawn for a period of six months.

## 6. Evaluation Process/Criteria for Award:

Submitted RFQ's will be reviewed and ranked by a District Panel. The basis of selection in no particular order will be:

- Experience of firm in producing a legally defensible product
- Experience with public entities
- Staff Qualifications, Consultant Team
- References
- Quality Assurance
- Location with local firms preferred
- Computer/CAD Capabilities
- Cost

The RFQ should address these items succinctly and specifically within the appropriate sections as noted above.

In the event your firm is asked to attend an interview, it is mandatory that the proposed primary project contact and a principal of the firm with the authority to enter into binding contracts with the District attend the interview. Prior to any interviews, an interview format outline will be provided. Electrical power and room darkening will be available in the interview room.

## 7. Insurance

Interested firms shall maintain limits no less than:

- a. General Liability: \$2,000,000.
- b. Automobile Liability: \$2,000,000
- c. Workers Compensation – statutory
- d. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.
- e. Professional Liability: \$2,000,000

Selected firms shall furnish the District with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the District or on other than the District's forms provided those endorsements conform to District's requirements. All certificates and endorsements are to be received and approved by the District before work commences.

The District must be listed as an additional insured for the General Liability and Automobile Liability policies and the selected firm must provide an original copy of the certificate along with the endorsement to the District.

The insurance shall be considered primary coverage and any other insurance shall be excess coverage thereof. Such insurance shall be provided by an insurance company authorized to do business in California with a current Best's Key Rating of "A-VII" or better. Firms shall be responsible for any and all losses, but shall not be limited to, those tendered to the insurance company. All insurance shall be provided at the sole cost and expense of the contracted consultant.

## 8. Labor Compliance Program

OUSD operates an Approved Labor Compliance Program. This approval grants exemptions per Labor Code 1771.5 (a) and applies to all Public Works contracts with the District. The Labor Compliance Notice currently applies to work performed on or around future or current district public works sites and does not apply to design professionals working away from the public works site. Applicability of this section is controlled by law. Consultant shall comply with this section to the extent it applies to the work Consultant performs either directly or through its sub-consultants or subcontractors.

## 9. District Rights

The District reserves the right to accept or reject any and all submittals, or any portion or combination thereof, to contract services with whomever and in whatever manner the District decides, to abandon the services entirely, to award on the basis of the total submittal, and to waive any informality or non-substantive irregularity, as the District deems appropriate.

The Responder's submittal and any other supporting materials submitted to the District in response to this Request for Qualifications 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. Neither this document, nor any submittals provided in response to the RFQ, requires the District to negotiate or award an agreement with any responding firm or individual.

All responses sent to the District prior to recommendation for Board award or actual award of contract are sent as confidential documents. No part of the responses will be made public or shown to any persons outside of the District and its screening and selection panels until after a recommendation for award has been made to the District's Governing Board, or until after actual award of contract, at which time all documents will be public record, with the exception of financial reports if provided.

Prior to contract execution, proof of all insurances at the levels specified in the specific contract will be required. Fingerprinting and clearance through the California Department of Justice of all personnel who will visit school sites may also be required.

The District reserves the right to amend this RFQ by means of addenda.

## 10. Acceptance of Standard Contract Terms and Conditions

The proposer will be expected to enter into a standard agreement with the District which will be provided to design professionals upon acceptance as a qualified vendor. In no event is a proposer to submit its own standard contract terms and conditions as a response to this RFP. Upon delivery of the standard agreement, if a proposer objects to any of the provisions of the District's standard contract, it must identify in the proposal any clauses which are unacceptable and the reasons or problems and propose alternatives. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiation of the final contract.

## 11. Negotiation of Contract

The District may elect to initiate contract negotiations with one or more proposer including negotiation of costs/price(s) and any other issue or term and condition, including modifying any requirement in the RFP. The option of whether or not to initiate contract negotiations rests solely with the District. No proposer shall have any rights against the District arising from such negotiations. The proposers will be responsible for their travel and per diem expenses, required for any presentations, discussions, and/or negotiations.

## 12. Questions/Clarifications

Questions or clarifications during the RFQ preparation period should be e-mailed to [Bonddept@Ojaiusd.org](mailto:Bonddept@Ojaiusd.org) at on or before the deadline noted in the schedule. Responses to questions will be posted online a <https://ojaiusd.org>