



## Morgan Hill Unified School District

Facilities Department  
15600 Concord Circle, Morgan Hill, CA 95037  
Phone: (408) 201-6087 – Fax (408) 776-0175

### REQUEST FOR ARCHITECTURAL SERVICES PROPOSALS for a New Britton MS Campus and Site Master Plan

November 24<sup>th</sup>, 2014

The Morgan Hill Unified School District (“District”) is issuing this Request for Proposal (“RFP”) for Architectural Services (“Services”) to provide Division of State Architect (DSA) approved plans for bidding of the “New Britton MS Campus and Site Master Plan”. The District intends to select the firm best suited to perform services described in this RFP.

#### Direct inquiries regarding this RFP to:

Casino Fajardo

Director of Construction & Modernization

[fajardoc@mhusd.org](mailto:fajardoc@mhusd.org)

(408) 201-6086

#### I. Information Related to the Existing and Proposed Facility

##### *Overview of Existing Facilities*

The 25 acre campus of Britton Middle School sits on land that was once occupied by Live Oak High School. The town's high school remained on the corner of Monterey and Central Avenue until its new, larger facility was completed on Main Street in 1975. At that time the old site became Britton Middle School, named after Lewis H. Britton; former principal of Live Oak HS and Santa Clara County Superintendent. The site has been partially modernized over the years and will receive a partial upgrade to the technology infrastructure beginning in 2014 with anticipation of the new campus. Reference the attached campus maps for current site layouts. Currently the campus services 7<sup>th</sup> & 8<sup>th</sup> grade students. The Britton MS site is also a major community/cultural center which hosts the majority of the little league baseball events at the sports fields and established local events at the Auditorium Building such as bingo, dances, etc.

##### *Overview of the New Britton MS Campus and Site Master Plan Project*

The selected firm will provide a comprehensive master plan for the construction of the new Campus site and including design & engineering. The design shall be in the best interest of the District and will maximize function and form within the District’s \$28,000,000 construction cost budget. The new design will also take into consideration the possibility of the new Britton Campus to expand capacity by providing facilities to 6<sup>th</sup> grade students. Additionally, the school’s location just north of the City’s downtown area means that the perspective from Monterey Rd. will be of major interest; please reference the City of Morgan Hill’s downtown plan <http://www.morganhill.ca.gov/index.aspx?NID=668> . The District desires the following amenities to be included in the design: 32 classrooms, admin area, meeting area, library, science

labs, etc.; Campus design should balance long term facility usage/maintenance costs, possibility for expansion, community/cultural impact of the facility, future technology/media, and sustainability. This project shall occur while students are onsite and the existing campus is remain operational. The selected firm will be integral in working with the MHUSD and all stakeholders to develop the ultimate campus design.

**II. DEADLINE TO SUBMIT RESPONSE TO THIS RFQ TO DISTRICT:**

**2 p.m., Friday, January 9<sup>th</sup>, 2014**

The District desires to keep to this schedule but reserves the right to revise this schedule and will notify all firms of any changes to this schedule. Proposals received after the deadline will be rejected. The District will conduct a non-mandatory pre-bid meeting to discuss the project and walk the site on Friday December 15<sup>th</sup>, 2014 at 10:30 am. Response to RFP shall consist of a written proposal and conceptual design of the New Britton MS Campus and Site Master Plan. Conceptual design may include sustainable features, renderings, images from firm's previous project or other graphics depicting the design and one page description including methods and materials for providing the proposed conceptual design improvements taking into consideration the available construction budget specified on page 1 of this RFP. Note that although this design RFP is funded from the "Series A" of the Measure G Bond program, the Construction Administration & Project Closeout scope of the design process will occur after "Series B" of the Bond program is executed (anticipated beginning 2016). Please see below as we ask that those fees be broken out accordingly in section.

**III. SELECTION PROCESS AND CRITERIA**

The selection process includes verification of information and rating of firm's responses in terms of selection criteria. Once a ranking of all firms is determined negotiations will include developing scope and agreement upon compensation. An Agreement will be provided that includes agreed upon scope and compensation.

**A. Selection schedule and possible types of communications during selection process.**

- **January 9 – January 15: Review and Clarification Process.** District to review responses to RFP. All questions derived from the review will be sent to each firm by January 16<sup>th</sup> end of business day.
- **January 19: Firm's Response due from above questions.** Your firm will have one day to review and respond to questions. Firms' responses will be compiled into an addenda.
- **January 22: Ranking of Firms.** District will review responses to the above questions, rank all firms, and conduct interviews to determine the most qualified.
- **January 23 – January 30: Interviews and/or Determining Scope/Compensation.** Firm's representatives need to be available for interviews, if needed or scope development and negotiations, if selected.
- **February 2 – February 6: Prior to Board Approval.** Selected firm will review and commit to entering into a contract that incorporates agreed upon scope and compensation.
- **February 10: Authorization to Proceed.** Board approved. Firm provided Notice to Proceed.

**B. Selection criteria and weights to be used to evaluate and rank architectural firms.**

The selection process shall be based upon demonstrated competence and qualifications for the satisfactory performance of services proposed for this project. A Selection Committee will evaluate all submissions. Based upon the information presented in the submissions, the Selection Committee will identify which firms can provide the greatest overall benefit to the District and may request interviews with the qualified firms. The selected firms will be requested to provide a Presentation Package, at which time they will develop a proposed design narrative for final review by the Selection Committee which shall be utilized as a component of the final selection.

**THE FOLLOWING CRITERIA WILL BE USED TO EVALUATE THE PROPOSALS AS SUBMITTED:**

**1. Firm Qualifications**

- a. Location of office and accessibility to the projects
- b. Reputation of the firm
  - i. Satisfaction of previous clients (client relationship)
  - ii. Timeliness of work and ability of the firm to meet the schedules
  - iii. Accuracy of cost estimates
- c. Current commitments and ability of the firm to handle several simultaneous projects
- d. Level of construction administration services
- e. Capacity and commitment to provide services to client
- f. Project Architect's knowledge of applicable state regulations

**2. Design Qualifications**

- a. Experience in planning, design, and administering the construction of a public school campus project
- b. Use of energy savings, value engineering, and life cycle costs analysis in design
- c. Knowledge of CHPS criteria
- d. Change Order Experience
- e. Knowledge of state laws, Title 24, the Americans with Disabilities Act, and other governmental requirements for elementary, middle and high schools
- f. Knowledge/experience working with CDE, OPSC, CEQA, and CASQA
- g. Experience in data communication systems and technology used in schools
- h. Project Architect's experience in successful and timely approval of firms' projects through all state and local regulatory agencies
- i. Ability to assist with preparing and/or modifying educational specifications as required by the state agencies and the District's design committee
- j. Experience with construction cost reduction measures such as, but not limited to, reuse of design plans and construction design
- k. DSA closeout completions with certifications timeframes

**Proposed criteria and weights include:**

- Qualifications and experience of in-house staff and consultants assigned to project (6)
- Relevant architectural experience related to school district and campus facilities (5)
- Annotated time line proposed to complete project design including significant milestones (DSA approval, etc.)

- Methods and history of containing costs, providing quality and timely delivery of Services (3)
- Allocated on-site time during construction phase (2)

**C. Fee & Compensation Related Information**

Fee-related information will only be reviewed prior to initiating negotiations for compensation. The following information provides insight about fees your firm desires for basic Services and any additional Services that might be beneficial but are not necessary for the completion of the project. The District requests each firm to provide a proposed sliding fee schedule for basic Services based upon construction costs ranging from \$15 million to \$30 million and hourly rates (or ranges) for various titles of primary staff and consultants.

Please reference the following criteria and provide budget breakdown of costs/percentages for each of these line items:

Design Phase:

- Schematic Design
- Design Development
- 50% Construction Documents
- 90% Construction Documents
- 100% CD, DSA Submission/Approval
- DSA Backcheck/Resubmittal (if required)

Construction Phase:

- Bidding Phase
- 25% Complete
- 50% Complete
- 75% Complete
- 100% Complete
- Closeout & Record Documents
- District/DSA Certification

These envelopes will not be opened until firms are ranked for selection. This information is needed when negotiating for an appropriate level of compensation for a mutually agreed scope of Services.

**D. Negotiation process with selected Architect:**

Following the District's ranking of firms based upon qualifications, the District will work with the highest ranked architect to develop a mutually agreed upon detailed and specific scope of work. At that point the architect rated most qualified will prepare his/her final cost proposal. The District will review this final proposal in terms of cost information within the sealed envelope to negotiate fees the District deems are fair and reasonable. If negotiations are successful, the District and architect will enter into an agreement, if negotiations are not successful, the District will continue this process with the next highest ranked architect.

**IV. CONTENT OF PROPOSAL**

The Proposal shall respond to the RFP in the following manner and order.

- A. Cover Letter** – This letter will include the legal name of the respondent(s), address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the firm. The letter is an opportunity to provide any information in addition to following requirements to assist the District in understanding your qualifications and personnel expertise, and provide information to reveal why your firm is a good fit for work on this project for the District.
- B. Table of Contents** – A Table of Contents of the material contained in the Proposal.
- C. Proposed Project Specific Team / Personnel**  
Selected firm shall employ at its expense professionals properly skilled in the execution of your Proposal and this RFP.
1. Identify the key personnel and their qualifications relevant to the scope of the project.
  2. Describe the Project Team’s roles; education, certification, applicable licenses and experience.
  3. List any applicable license numbers and dates.
  4. Indicate who would serve as primary contact(s) to the District.
  5. Indicate list of Mechanical, Structural, Electrical, and Civil Engineers and their qualifications.
  6. Indicate any other proposed sub consultants or specialty firms in the event their services are required
- D. Firm Information** – Provide the following relevant project specific information:
1. Describe experience with similar projects and design philosophy.
  2. Identify three (3) similar projects types and three (3) similar project budget amounts your firm(s) provided over the past 5 years, including:
    - a) Name of project and school district (or other relevant client).
    - b) Contact person and telephone number.
    - c) Description of Services provided.
    - d) If your firm plans to use multiple offices, provide office locations and how work will be coordinated.
    - e) Provide previous projects and/or information on consultants.
  3. Provide any additional relevant information regarding the performance track record of your firm as it may relate to this RFP (awards, testimonials, etc. on projects of similar size/type to this RFP). At minimum, include the following items:
    - a) Three (3) letters of reference from recent clients in the past 5 years.
    - b) Provide a list of projects completed for those clients with the following information:
      - i. Project Name and Location
      - ii. Beginning and end dates of project (including construction).
      - iii. Identify whether it was new construction or modernization and include square footage.
      - iv. Main program elements
      - v. Percentage and Value of Client Driven Change Orders

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- vi. Percentage and Value of Contractor Driven Change Orders
- vii. Original budget / Final budget
- viii. Errors / Omissions occurred on the projects
- ix. Owner name and contact information.

**E. Timeline**

Provide an annotated timeline from signing Agreement (February 10<sup>th</sup>, 2015) to substantial completion of project design.

**F. Cost Containment, Quality Projects, and Timely Completion of Projects.**

Provide examples of ways that your firm addressed the above performance standards.

**G. Knowledge of Unique Issues Related to Project:**

Describe and provide examples of ways that your firm's staff is prepared for this project.

**H. Sealed Envelope Containing Fee Schedule:**

Include the fee information as requested above and any/all compensation related materials in a sealed envelope.

**I. Presentation from selected firms:**

Create a presentation (< 20 minutes) regarding your firms intended schematic design. Include a 3D model representation (BIM, Sketchup, etc.) to present to the Review Board showing the overall campus, arterial roadways, multiple perspectives (from Monterey Road, Student Drop-off, and/or any major design items)

**V. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL**

**Respondents to this RFP should mail or deliver proposals to:**

Morgan Hill Union School District  
Facilities Department  
Casino Fajardo  
Director of Construction & Modernization  
15600 Concord Circle  
Morgan Hill, CA 95037

**VI. SUBMITTAL REQUIREMENTS:**

- J.** Three (3) original wet signed copy unbound (to facilitate duplication and filing). An emailed PDF file may be submitted by the deadline to [fajardoc@mhusd.org](mailto:fajardoc@mhusd.org) , followed by original (described above) that must be postmarked **no later than January 9<sup>th</sup>, 2014 @ 2 pm.**
- K.** All materials submitted in response to this RFP shall become the property of the District and shall be considered a part of public record.

**VII. LIMITATIONS**

This RFP is not a formal request for bids. It is not an offer by the District to contract with any party responding to this request. It does not commit the District to award a contract or to reimburse any applicant for costs incurred in preparing and/or submitting a Proposal. The District reserves the right to reject any or all submissions, to negotiate, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFP, if it is in the best interest of the District.