

**Novato Unified School District  
1015 7<sup>th</sup> Street  
Novato, CA 94945**

July 14, 2016

**REQUEST FOR PROPOSALS  
FOR ARCHITECTURAL SERVICES**

The Novato Unified School District invites proposals from qualified firms to provide architectural services to the District as described below.

Interested firms are invited to submit their proposals, which shall include five (5) originals of the requested materials, to:

**Jim Hogeboom  
Novato Unified School District  
1015 7<sup>th</sup> Street  
Novato, CA 94945  
(415) 897-4211**

Questions regarding this RFP may be directed to the above contact person. For a copy of the full RFP please visit [www.greystonewest.com/current-projects](http://www.greystonewest.com/current-projects).

All proposals shall be received on or before: **2:00pm on Friday, August 12<sup>th</sup>, 2016.**

This is not a formal request for bids or an offer by the District to contract with any party responding to this request. The District reserves the right to reject any and all proposals.

Sincerely,

Jim Hogeboom  
Novato Unified School District

## THE PROJECTS

### Novato Unified School District

The projects include, but are not limited to, the provision of architectural services for our upcoming Measure bond-related projects and such other projects as assigned.

In addition, the architect may be asked to assist the District with regard to the following tasks at any or all of the District facilities:

- Improve fire safety and life safety systems, including alarms, smoke/fire detection systems, and sprinklers
- Upgrade/install school-wide and District-wide security systems, clock and bell systems, public address, etc., including alarms, security cameras, exterior and school site lighting, locks, monitoring systems, fencing, etc.
- Upgrade climate control systems consisting of heating, ventilation, cooling/air conditioning, including alternative and passive technologies to conserve energy, such as energy-efficient windows, window coverings and shade control, shade canopies, etc.
- Upgrade electrical systems as well as main power service and distribution, which may include active and passive solar power and heating system acquisition, installation and construction.
- Construct or install improvements required to comply with access requirements of the Americans with Disabilities Act (ADA), and existing state and local building codes, including upgrade, modify, or construct restroom facilities, ramps, doors, parking, etc.
- Upgrade/remodel or construct student and staff restrooms, including fixtures, lighting, and partitions.
- Construct, repair, replace or modify roofs or portions of roofs
- Replace, repair or upgrade plumbing, piping and drainage systems, including water supply, backup generator, meters, water heating, and wastewater systems, plumbing fixtures and sinks, etc., within buildings and sites and to connect with city supply and drainage systems
- Upgrade/install voice and data communications systems, including network and electrical infrastructure to accommodate technology upgrades
- Repair, modify, upgrade or reconstruct structural elements of existing campus structures
- Refinish the exterior finishes of school buildings, including paint, stucco, wood and metal trims, framing and siding, etc.
- Replace doors, door frames and door hardware, including install safety/security doors and locks
- Upgrade and expand parking and vehicle access to school sites, including off-street parking areas, pickup/drop-off, ingress/egress, signage, etc.
- Upgrade, repair, replace, modify or construct site improvements, paths, sidewalks and walkways, canopies, exterior shade structures, outside gathering and eating areas, benches, landscape improvements, irrigation and drainage, etc.
- Renovate, improve, repair or install hard courts, athletic play fields, tracks and turf, including new synthetic fields, including irrigation and drainage, bleachers, lighting, fencing, etc., and field equipment and facilities (including nets, basketball standards, goals and goalposts, backstops)
- Upgrade classroom and other facility interiors, including painting, floor and ceiling finishes and tiles, carpeting, windows, cabinets and casework, replace, install or construct interior

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walls, and equipment attached to wall surfaces (including white boards, marker boards, tack boards, television mounts, smart projectors, scoreboards, fire extinguishers, kitchen cabinets/equipment, etc.)

- Construct new permanent classrooms and classroom buildings or acquire and install relocatable classrooms to accommodate enrollment growth and expanded programs
- Expand/remodel district libraries
- Rehabilitate, repair or replace relocatable buildings
- Construct, reconstruct/remodel and expand multi-purpose buildings, for instructional and physical education and recreational uses (may be joint-use projects)
- Remodel district maintenance facility
- Construct or acquire and install storage facilities
- Upgrade and renovate kitchens, and acquire and install food preparation equipment and fixtures
- Construct or remodel existing rooms into teacher workrooms, computer labs, resource rooms, and day care facility

Each project or task listed is assumed to include the following:

Remove, dispose of, and otherwise remediate hazardous materials, including asbestos, lead, etc., where necessary.

- Address unforeseen conditions revealed by construction/modernization (including plumbing or gas line breaks, dry rot, seismic, structural, etc.).
- Site preparation/restoration in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, demolition of existing structures, removing, replacing, or installing irrigation and drainage, utility lines (such as gas lines, water lines, electrical lines, sewer lines, and communication lines), trees and landscaping, relocating fire access roads, traffic lights and mitigation, and acquiring any necessary easements, licenses, or rights of way to the property.
- Acquisition of land and other interests in real property for additional school buildings and other District facilities
- Rental or construction of storage facilities and other space on an interim basis, as needed to accommodate construction materials, equipment, and personnel, and interim classrooms (including relocatables) for students and school functions or other storage for classroom materials displaced during construction.
- Acquisition of any of the facilities on the Bond Project List through temporary lease or lease purchase arrangements, or execute purchase option under a lease for any of these authorized facilities, or acquire any other facilities the District is currently leasing or financing through lease leaseback.
- Furnishing and equipping of existing and newly constructed, modernized or rehabilitated classrooms and facilities on an ongoing basis, including to replace worn, broken, or out-of-date furniture and equipment for all classrooms, athletic facilities, playgrounds and other facilities, as needed.
- Replace existing or acquire new computers, technology and related equipment on an ongoing basis, as needed and as funds are available.

For any project involving the renovation, modernization, remodeling or rehabilitation of a building or the major portion of a building, the District may proceed with new replacement construction instead (including any necessary demolition), if the Board of Trustees determines that replacement and new

construction is more practical than rehabilitation and renovation, considering the building's age, condition, expected remaining life, comparative cost, and other relevant factors.

The District reserves the right to request that the selected firm perform other tasks and projects not described above, or the District may choose one firm for one project and another firm on the list for a separate task.

### **ANTICIPATED SCHEDULE**

The following schedule has been established by the District for selection of an Architect for the projects currently being considered:

|                            |  |
|----------------------------|--|
| July 14, 2016              | Announcement of the request for proposals and transmittal of the RFP to potential firms;   |
| <b>August 12, 2016</b>     | Letter of application and statement of qualifications due;                                 |
| Week of August 15, 2016    | Evaluation of all applications;  |
| Week of August 22, 2016    | Interviews of selected firms, if applicable;   |
| September 6, 2016          | Recommendation of the selected firm(s) and approval by the District Board of Trustees; and |
| September 7- November 2016 | Contract negotiations with the approved firm(s).   |

This time line may be revised as needed. Evaluations, selection and recommendation will be based on your firm's response, demonstrated competence and overall qualifications as presented in your application/letters and statement of qualifications. If contract negotiations are not successful with the approved firm, negotiations will commence with the firm next selected.

### **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

**GENERAL:** The District intends to select the firm(s) that best meet the District's needs to perform the planning and design services as described in this Request for Proposals. **Should you have any questions regarding this RFP please contact the District's construction manager, Adam Coll with the Greystone West Company at (707) 933-0624.**

1. **RECEIPT OF PROPOSALS:** All proposals shall be sealed and delivered to the District office of the Novato Unified School District at the address set forth on page one by the time and date specified in this Request for Proposals.
2. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The District Board of Trustees will accept the proposals or combination of proposals for the projects. The Board of Trustees of the District reserves the right to reject any and all proposals, or any or all items of any proposal.
3. **PROPOSAL FORM REQUIREMENTS:** All proposals must be typed. No corrections can be made after the time for submitting the proposals.

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4. ASSIGNMENT PROHIBITED: No contract awarded under this proposal shall be assigned except with the written approval of the Board of Trustees of the District. Any attempted assignment in violation of the provision shall be voided at the option of the Board.
5. FEDERAL OR STATE REGULATIONS: The Architect's proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
6. NON-DISCRIMINATION: The Architect shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age or non-job related handicap or disability.
7. INSURANCE: The Architect shall provide evidence of adequate liability and professional liability insurance, as determined by the District.

PROPOSAL REQUIREMENTS: All materials submitted to the District in response to this Request for Proposal will remain property of the District and will be considered a public record.

Your firm's Proposal should include the following information:

1. Cover Letter.
2. Name, address, contact numbers, email, website (if applicable) and brief profile and history of your firm.
3. Identify legal form, ownership, and senior officials of firm; identify the personnel to be assigned to the District project(s).
4. Detailed resumes of key personnel to be assigned to this project.
5. Proof of liability and E&O insurance.
6. Hourly rates and proposed fee schedule.
7. Related project/areas of expertise on which the team has performed work or had experience during the last five years, including:
  - a. List three (3) completed DSA-approved projects with a value in excess of \$5,000,000 each. These representative projects must have been completed by the submitting firm. Identify the project name and location, size and date constructed.
  - b. The name of the project, contact person and the total dollar amount of the project.
  - c. Include examples of cost estimating including bid results for the three (3) representative projects.
  - d. Include a list of the total change orders for each of the three (3) representative projects.

- e. Include a list of references including contact names and telephone numbers for the three (3) representative projects.

## EVALUATION AND SELECTION PROCESS

The District's selection committee will perform the selection process in three phases:

1. **Qualification Phase:** Receive and review Proposals.
2. **Interview Phase:** If necessary, interview the finalists, check backgrounds and select the preferred Architectural firm for recommendation to the District Board of Trustees.
3. **Approval Phase:** The District Board of Trustees will vote to approve an Architectural firm.

The following criteria, in no particular order, will be used in evaluating and selecting the prospective firm:

- A. Clarity of submittal and responsiveness to RFP.
- B. Project Team – Qualifications, education and relevant experience of the key team members.
- C. Project Management – Project planning, coordination, scheduling, cost control, capabilities and techniques.
- D. Quality Control – Quality of previous projects and record of budget and schedule performance.
- E. Project Approach – The techniques, procedures and tools used in other similar projects applicable to this project.
- F. Comparison of billing rates.
- G. Any other criteria deemed relevant to the selection.