

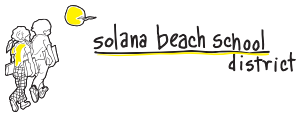


**SOLANA BEACH SCHOOL DISTRICT**  
309 North Rios Ave.  
Solana Beach, CA 92075

**REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES  
FOR  
SOLANA SANTA FE ELEMENTARY SCHOOL  
Modernization/Expansion**

Issued February 28, 2019

Response Due Date: 2:00 pm ~~March 8, 2019~~ Revised Date March 19, 2019



**I. Introduction**

The Solana Beach School District (“District”) is issuing this Request for Proposal (“RFP”) to the District’s short-listed Architectural Firms to provide Architectural Services for the design of a Modernization/Expansion project at Solana Santa Fe Elementary School.

The Scope of Work under this RFP for the above mentioned project is as described in the Draft Master Agreement for Architectural Services, Appendix A, Appendix B, and Introduction to Request for Proposal Agenda which have been issued separately. This document is being issued to provide clarification to the scope of services and detail the minimum information that must be included in the proposal responses.

**II. Critical Dates**

The following represents tentative dates for the Architectural Procurement/Selection Process

Date	Milestone
March 12, 2019	RFP questions due by 2:00 p.m.
March 15, 2019	SBSD Issues Answers to Questions 2:00 pm
March 19, 2019	RFP Responses Due 2:00 pm
March 22, 2019	SBSD Notifies Firms of Interview Schedule
March 27, 2019	Interviews (Tentatively Scheduled 8:00 am -noon)
April 18, 2019	Board of Education request to approve architect pool and Award the Solana Santa Fe Modernization/Expansion Project Architect

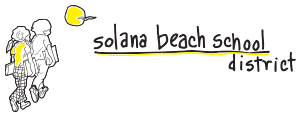
**II. Submittal Format and Content**

The Response to this RFP should be clear, concise, complete, and demonstrate Respondent’s qualifications. It should be formatted on 8 1/2” x 11” paper, inclusive of resumes, forms, and pictures. A minimum of three (3) hard copies and one (1) electronic copy on a CD or flash drive in PDF format of your RFP should be submitted to:

Caroline J. Brown  
cbrown@sbsd.net  
www.sbsd.net  
Executive Director, Capital Programs and Technology  
Solana Beach School District  
309 North Rios Ave.  
Solana Beach, CA 92075

No later than 2:00 pm on Friday, March 19, 2019

Attached: District’s form of Architect Agreement



All proposals shall include the following, in the order listed below:

**A. Cover Letter:**

The cover letter should be brief (two page maximum). Describe how the Scope of Work for the Architectural Services will be accomplished for the District, provide a brief description of the firm’s experience with similar Scope(s) of Work and include the title and signature of the firm’s contact person for this procurement.

**B. Identification of Team Members and Consultants for the Project:**

Identify the firm’s key personnel for the project, their relationship in the organization, their role, a resume of qualifications and related experience in the modernization and new construction of educational facility projects.

**C. Consulting Engineers:**

List the structural, electrical, mechanical, civil, and/or other consultants proposed for this project. Include work history with the respondent firm as well as a resume of qualifications of key personnel including related experience in the modernization and new construction of educational facility projects.

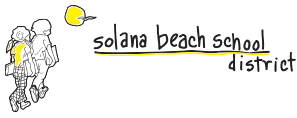
**D. Relevant Projects:**

This section shall contain a description of the Respondent’s experience in providing Architectural Services on projects of similar scope and dollar value within the last five (5) years. The respondent may list as few projects as they feel are applicable but should not exceed five relevant projects. For each project, the following minimum information should be included:

- The project name
- Contracting method (e.g. single prime bid, lease-lease-back, etc.)
- Project duration including from contract award through design and anticipated construction dates
- Name(s) and telephone number(s) of the owner’s representative
- The firm’s team members, sub-contractors, and consultants, describing the exact tasks that each firm performed
- Total project cost
- Project relevancy and significant challenges and achievements

**E. Brief Project Approach:**

Each firm is encouraged to provide additional information that is pertinent to the Request for Proposals in regards to their approach to Architectural Services for each project. The District is specifically interested in each firm’s approach to working with



the District and its stakeholders during the Planning and Preliminary Design Process, the utilization of Building Information Modeling as both a design and visual tool, and the firm’s approach to cost control, management, and estimating during the design process.

**F. Fee:**

Although the Agreement for Architectural Services attached as Exhibit A to this RFP specifies that the Architect’s fee will be based on applying a sliding scale to the Project construction costs, the District is seeking alternate fee suggestions that will result in lower costs to the District. Such fee suggestions are to be considered during the District’s evaluation to the RFP, and the District reserves the right to negotiate a fixed fee for architectural services.

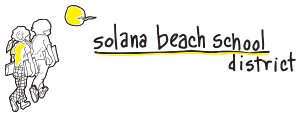
**G. Timeline:**

Below is a preliminary Anticipated Sequence of Tasks that need to be considered once the scope of the project is determined. Indicate additional key deliverables or actions required by the District and anticipated durations for architectural deliverables.

Anticipated Sequence of Tasks		
Events/Meetings/Deliverables	Duration	Estimated Completion Date
Project Award Notification (Pool of Architects)	1 Day	4/19/2019
Contract Negotiation/Execution	5 Days	4/26/2019
SBSD Set Design Team Meeting and Community Engagement Schedules	TBD	2/28/2019
Planning/Conceptual Phase/Project Scope/Set Budget	TBD	TBD
Schematic Phase	TBD	TBD
Design Development Phase	TBD	TBD
Construction Document Phase	TBD	TBD
DSA Submittal		TBD
DSA Review / Approval	TBD	TBD
Contractor Procurement/Bidding	45 Days	TBD
Construction Duration	TBD	TBD

**III. Evaluation Criteria**

A review and selection committee will review and evaluate the proposals received. The Firm(s) will be selected based on qualifications and demonstrated competence as it relates to each specific project.



A “best value” method of selection will be utilized for which “best value” may include but is not limited to the following selection criteria:

- Conformance to the RFP Format;
- Compensation amount for the Services;
- Relevant project experience and success;
- Experience of both the firm’s individuals and consultants;
- Approach to the project and knowledge of elementary school design and construction; and,
- Ability to meet anticipated timelines and deliverables.

#### **IV. Method of Selection**

The District may, at its discretion, conduct interviews and/or follow-up questions with Firm(s) that are responsive to this RFP. The District may negotiate with the best-qualified consultant for the work at compensation that the District determines is fair and reasonable. If the District and Architect are unable to negotiate a satisfactory contract, the District may elect to terminate negotiations and begin negotiations with the next most qualified.