

• **Request For Qualifications** •

August 24, 2017

**Architectural Services for the
Perris Union High School District**

On behalf of the Board of Trustees of the Perris Union High School District, we are requesting the submittal of a Statement of Qualifications relative to the provision of architectural planning, design and engineering services. The District will review all submitted proposals to create a qualified pool of firms that will be considered for a variety of upcoming projects. More immediately, the District will utilize this selection process to identify one or more firms to be assigned to the planning and design of a large and complex final completion phase at the District's original high school campus – Perris High School – and potentially other District projects.

We are proud of the significant facilities improvements and additions that have been completed throughout the District during the past decade. The District has recently completed an update to its Long Range Facilities Master Plan (LRFMP) – this plan is available for your review through the District's website: www.puhsd.org. The LRFMP identifies a wide range of additional desired improvements at the District's existing schools, as well as the potential need for an additional high school campus. These identified improvements are an important element within our strategy to further improve the teaching and learning environments for our students, staff and community. Our Board has identified the need for these improvements over the next ten to fifteen years as an important goal for the District. In order to accomplish this we will continue to utilize a "team approach" to our facilities planning and implementation efforts. The architect plays a key role within our facilities team and is expected to work collaboratively and seamlessly with our District staff and identified planning, design and construction professionals.

Anticipated Types of Projects

Virtually all of our schools have received some form of modernization and/or new construction during the last decade. However, a strong commitment is supported throughout the District toward providing learning environments that will be able to flexibly and cost effectively adapt to the District's emerging educational programs and instructional strategies over time. Educational specifications have been developed to help guide the planning and design of our middle and high school facilities; these specifications are available for your review through the District's website.

The range of anticipated projects over the next ten to fifteen years is very broad and will continue to emerge as ongoing planning occurs at each respective school site. The scope of future projects will likely include both modernization and new construction elements, as well as the possible planning and design of a fifth high school.

Anticipated Project Schedule/s

Virtually all of the projects identified within the Long Range Facilities Master Plan are in the early stages of planning. However, the proposed project at Perris High School is of imminent importance and, as such, planning and design services are required immediately. The Perris High School project focuses upon an important final completion phase of a campus-wide master plan that has evolved over the past fifteen years.

General Description of Service Requirements

In requesting a Statement of Qualifications, we recognize that a wide variety of services may be offered to our District that would assist with the development and implementation of our Long Range Facilities Master Plan. Given the short and long-term facility needs and perspectives identified herein, we would expect that your Statement of Qualifications address your firm's ability to provide both immediate and longer term planning and design services in consideration of your existing workload.

With respect to the Perris High School (PHS) project, we suggest that you review the proposed Program of Areas and associated planning information identified within the District's Long Range Facilities Master Plan. While PHS project planning information contained therein for the completion phase, it is both preliminary and very conceptual, it will provide a basic understanding of the scope and needs for this critically important project. The Perris High School campus has undergone the first two phases of a complete campus transformation plan. The subsequent phase is anticipated to complete the rebuilding and modernization of the remainder of the campus. A unique and significant proposed project element will be the planning and design of a Visual and Performing Arts (VAPA) facility for PHS. Recent experience with these types of facilities will be exceptionally important for the firm that is ultimately selected; therefore, please be sure to include within your Statement of Qualifications a summary of these types of projects in which your firm has been involved within the past 5-7 years (including project specification information/graphics, identification of your project team, etc.). If selected for the interview phase of the selection process, your firm will be asked to share site specific conceptual ideas for the Perris HS VAPA facility and the remainder of the final phase completion project.

Format for Submittal of Your Statement of Qualifications

In submitting a Statement of Qualifications (**five copies please**) to the District, please be sure to include, as a minimum, the information below. Your Statement of Qualifications shall not exceed thirty (30) pages.

- Type of firm: Individual, Partnership, Corporation, Joint Venture, etc.
- References - minimum of four school districts for whom you have provided architecturally-related services within the past 7-10 years.
- Identification of your skills and experiences working with site-based planning

groups that include diverse constituency representation.

- Description of completed projects that are similar to those described herein (please include only those projects completed through public school districts).
- Names of individual/s from your firm that you feel are best suited to work with our District and are most likely to be assigned to our projects – please identify what their likely roles would be and qualifications in order to be a successful member of our facilities team.
- Identification of recent experience (within the past 5-7 years) with the planning and design of Visual and Performing Arts facilities (including project specific information/graphics, project contact information, identification of your project team – including specialty consultants, etc.)
- Identification of experience with different construction delivery methods available to public school districts, including your thoughts and recommendations on which methods may be recommended for the District's projects and why.
- Identification of experience working with State agencies, including the Office of Public School Construction, State Allocation Board, California Department of Education, DSA, and the Department of Toxic Substances Control.
- Identification of experience regarding the requirements for State-funded school facilities construction projects, including architect's experience with the application and funding process.
- Identification of all architectural, design, engineering, and construction-related litigation in the last 5 years, filed by or against an owner or an owner's consultant or contractor, including, the nature of the complaint, the beginning and end date, or anticipated end date, of each lawsuit, and the judgment or resolution or the anticipated judgment or resolution.
- Identification of any termination for default within the past 5 years.
- Identification of experience, approach, and methodology in regard to water and energy efficient design.
- A statement regarding your current workload and capacity to address our project needs.
- Your anticipated approach toward the development of a fee schedule and structure for the types of service/s upon which you are submitting a Statement of Qualifications, including a sample fee schedule, and any additional or reimbursable services, if applicable.
- Additional written or graphic information that you feel would better enable us to evaluate your qualifications and experience.

Selection Criteria/Desirable Service Attributes

The District will carefully compare and evaluate the qualifications of all submittals. An ultimate selection/s will be based upon evaluations of the following factors:

- Professional excellence and demonstrated competence
- Client satisfaction as verified through your previous clients
- Staff capacity, depth and current workload
- Willingness to be a “team player/partner” within the District’s facilities team
- Ability to be an open and active member in the resolution of project challenges
- Fee competitiveness
- Reliability and continuity of the firm
- Training and experience of key personnel

Selection Process/Timeline

The District will likely utilize a multi-faceted approach during the selection process for architectural firms, as preliminarily identified below:

August 29, 2017 – Request for Qualifications available for interested firms

September 13, 2017 – Questions, if any, due to the District

September 19, 2017 – Five (5) copies of the Statement of Qualifications due to the District by 4:00 p.m.

September 20-21, 2017 – Statements of Qualifications reviewed by the District to determine those firms to be interviewed

September 22, 2017 – Successfully “screened in” firms notified of interview time

September 27, 2017 – Interviews conducted at the Perris Union High School District – 155 E. Fourth Street, Perris

October 2, 2017 – Firms notified of interview results

October 4-6, 2017 – Contractual discussions commence with the firm to be recommended to the Board of Trustees for the Perris High School project

October 18, 2017 – Recommendation presented to the Board of Trustees for award of contract for the Perris High School project and the creation of a qualified pool of architectural firms for future project consideration/assignment

October 19, 2017 – Commencement of services to the District for the Perris High School project.

Submittal of the Statement of Qualifications

This Request for Qualifications does not commit the Perris Union High School District to award a contract or pay any costs that may be incurred by your firm in the preparation of a response to this request. The District reserves the right to accept all or part of any Statement of Qualifications, to waive any irregularities, or to cancel in part or in its entirety this Request for Qualifications. The District further reserves the right to accept the Statements of Qualifications that it considers to be in the best interest of the District.

Five copies of your Statement of Qualifications should be submitted no later than 4:00 p.m. on September 19, 2017 to:

Hector Gonzalez, Director of Facilities
Perris Union High School District
155 East 4th Street
Perris, California 92570

Questions Regarding the Content of our Request for Qualifications?

Should you have any questions regarding the content of our Request for Qualifications or require any additional information about our anticipated projects or service requirements please do not hesitate to contact the following individuals:

Hector Gonzalez, Director of Facilities
Perris Union High School District
Telephone: (951) 232-9207
e-mail: hector.gonzalez@puhsd.org

Fred Good, Facilities Consultant to the Perris Union High School District
Fred Good and Associates
Telephone: (949) 751-9636
e-mail: fredgoodandassoc@mac.com

All questions must be received by September 13, 2017. You are cautioned not to contact members of our Board of Trustees, the District Superintendent, or other District personnel and/or consultants except as identified above; failure to adhere to this will result in your disqualification.

We appreciate your initial consideration of the Perris Union High School District and your potential participation within our facilities program. We look forward to the possible submittal of your Statement of Qualifications.