



**MILL VALLEY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS & PROPOSALS ("RFQ/RFP") NO. 2023-1**

**ARCHITECTURAL & ENGINEERING
(A/E) SERVICES
FOR DISTRICT'S MEASURE G
BOND PROJECTS**

RFQ/RFP Packages Due on or Before:

Monday, April 17, 2023 at 2:00 p.m.

ATTN:

Mill Valley School District

Julio Arroyo

Maintenance, Operations and Safety Director

411 Sycamore Avenue

Mill Valley, California 94941

**MILL VALLEY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
ARCHITECTURAL & ENGINEERING SERVICES
NOTICE TO PROPOSERS**

The Mill Valley School District (“District”) is requesting qualifications and proposals from qualified individuals or firms to provide architectural, engineering, and related services as further described in this Request for Qualifications and Proposals (“RFQ/RFP”) and to assist in the implementation of the District’s Measure G Bond Program projects, including the: (i) Rebuild and/or Modernization of Mill Valley Middle School Project; and (ii) Modernization Projects. The District uses the word “firm” throughout this RFQ/RFP, but the District will also accept proposals from qualified individuals.

This is not a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ/RFP. The District reserves the right to reject any and all responses. Respondents shall not, directly or indirectly, communicate with any employee, officer, Board of Trustees member, agent or representative of the District regarding the RFQ/RFP for Architect/s and Engineer/s (“A/E”) required by the RFQ/RFP except for the District contact person noted below. The RFQ/RFP Response of a Respondent who has engaged in any action or activity inconsistent with or in violation of the foregoing is subject to rejection for non-responsiveness.

Three (3) hard copies of your complete proposal in response to this RFQ/RFP and one (1) **labeled** flash drive with an electronic copy of your proposal in PDF format must be received by the District **on or before 2:00 p.m. on Monday, April 17, 2023**. Proposals must be submitted in accordance with the instructions herein. Proposals shall be placed in a sealed envelope, and the envelope, hard copies, and flash drive must each be clearly marked: *[Insert Firm’s Name]’s Response to RFQ/RFP No. 2023-1, A/E Services for Mill Valley School District Measure G Bond Projects*.

No proposal will be accepted after this time and date. No emailed or faxed proposal will be accepted. Proposals must be submitted to the following address:

Mill Valley School District
Julio Arroyo, Maintenance, Operations, and Safety Director
411 Sycamore Avenue
Mill Valley, California 94941
(415) 389-7701

KEY EVENTS AND DATES FOR THIS RFQ/RFP*

Event	Date
Board Information Item – RFQ/RFP	Monday, December 12, 2022
Board Update of RFQ/RFP Process	Thursday, March 9, 2023
RFQ/RFP Advertisement	Monday, March 13, 2023 Monday, March 20, 2023
Middle School Site Walk (Optional)	Wednesday, March 29, 2023 at 2:30 p.m.
Deadline for Inquiries/Questions	Friday, March 31, 2023 at 2:00 p.m.
District’s Answers to Inquiries/Questions Posted on District’s Website	Friday, April 7, 2023
Proposal Deadline	Monday, April 17, 2023 at 2:00 p.m.
Interviews (if any)	Monday, May 1, 2023

Notice of Intent to Award A/E Pool	Friday, May 12, 2023
Board Approval of A/E Pool	Wednesday, May 24, 2023
Board Approval of A/E Contract/s	Wednesday, June 7, 2023

*The District reserves the right to amend and/or adjust this proposed schedule at its sole discretion and as necessary.

Any questions regarding this RFQ/RFP must be submitted in writing and sent by email to District Communications at communications@mvschools.org on or before **Friday, March 31, 2023**. Any and all responses will be submitted in writing to all recipients of this RFQ/RFP. No other members of the District's staff or Board of Trustees should be contacted about this RFQ/RFP during the RFQ/RFP process. The District may, in its sole discretion, disqualify any proposer who engages in any prohibited communications.

The District reserves the right to cancel or revise in part or in its entirety, for any or no reason, this RFQ/RFP. If the District cancels or revises the RFQ/RFP prior to the deadline for the submission of proposals, notification will be placed on the District's website. The District makes no representation that any contract will be awarded to any proposer responding to this RFQ/RFP. The District expressly reserves the right to postpone proposal consideration for its own convenience, to waive any informality or irregularity in any proposal received, and to reject any and all proposals received in response to this RFQ/RFP.

**MILL VALLEY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
ARCHITECTURAL & ENGINEERING SERVICES
SCOPE OF SERVICES**

I. PROJECT BACKGROUND AND DESCRIPTION

The Mill Valley School District (“District”) is a California public school district located in Marin County. The District, through this Request for Proposals/Qualifications (“RFQ/RFP”) process, seeks a qualified Architect/s and Engineer/s (“A/E”) who has experience in multiple construction delivery methods for the construction and modernization of the District’s Elementary and Middle School facilities, including:

- Repair and replace leaky roofs and windows and outdated electrical and plumbing systems
- Expand and upgrade science, technology, engineering and math classrooms, labs and learning technology to meet current instructional standards
- Improve accessibility for students with disabilities
- Add solar panels and improve energy efficiency throughout the District
- Replace outdated heating and ventilation systems to improve air filtration and indoor air quality
- Improve earthquake and fire safety

These improvements will be funded by Measure G, a \$194 million local general obligation bond approved by voters in June 2022.

On February 2, 2022, the District’s Governing Board approved a Facility Master Plan that will guide the development and improvement of District facilities for the next ten years. The FMP is available for your review through the District’s website: <https://www.mvschools.org/Page/8680>. Through this RFQ/RFP, the District is seeking proposals from qualified firms for the design of the Measure G Bond Program projects, as well as other potential projects and a potential Facility Master Plan update, including but not limited to the following:

Rebuild and/or Modernization of Mill Valley Middle School Project	Modernization Projects
<ul style="list-style-type: none"> ● <u>Programmatic Improvements</u> <ul style="list-style-type: none"> ○ Improve outdoor learning improvements ○ Implement flexible furniture ○ Provide bicycle enclosure ○ Add shade structure ○ Reconfigure pods to meet CDE requirements of 960 square feet ○ Install elevators in all pods ○ Reconfigure pods to create collab spaces ○ Provide a shared workspace for art ○ Develop dedicated maker space ● <u>Deferred Maintenance/Code Required Improvements</u> <ul style="list-style-type: none"> ○ General modernization 	<ul style="list-style-type: none"> ● <u>Programmatic Improvements</u> <ul style="list-style-type: none"> ○ Outdoor learning improvements ● <u>Deferred Maintenance/Code Required Improvements</u> <ul style="list-style-type: none"> ○ General modernization ○ Infrastructure upgrades (mechanical, electrical, plumbing) ○ Seismic retrofit (scope dependent) ○ Upgrade Wi-Fi capabilities ○ Restroom improvements ○ Add drinking fountain/bottle filler stations ○ Improve acoustics in the classroom hallways ○ ADA improvement ○ New ADA ramp to lower playground

<ul style="list-style-type: none"> o Infrastructure upgrades (mechanical, electrical, plumbing) o Seismic retrofit (scope dependent) o Upgrade Wi-Fi capabilities o Restroom improvements o ADA improvement o Add ceiling fans o Improve irrigation o Replace portables with modular construction o Add air conditioning <ul style="list-style-type: none"> ● <u>Safety and Security Improvements</u> <ul style="list-style-type: none"> o Secure school entry vestibule o Add doors between classrooms 	<ul style="list-style-type: none"> o Add air conditioning o HVAC replacement <ul style="list-style-type: none"> ● <u>Safety and Security Improvements</u> <ul style="list-style-type: none"> o Verify the need of site fencing o Secure school entry vestibule o Add doors between classrooms
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The District seeks to select qualified A/E firm(s) to play a key role within our facilities team, and will be expected to work collaboratively and seamlessly with our District staff and identified construction manager/s. Additionally, the District seeks proposals from qualified firms that committed to the practice of sustainability by making it a goal to incorporate sustainable concepts in their projects and demonstrated experience in sustainable design complying with Leadership in Energy and Environmental Design (“LEED”) and Green building practices and certification process.

As a result of this RFQ/RFP process, the District intends to establish a “small pool” of 2-3 qualified A/E Firms. The District reserves the right to select: (i) one A/E firm for the Mill Valley Middle School Project and one or more A/E firm(s) for the Modernization Projects; or (ii) one A/E firm for the Mill Valley Middle School Project, the Modernization Projects, and other potential projects as contemplated herein; or (iii) none of the A/E firms. All Firms selected for the A/E pool will be identified to negotiate a Master Agreement with the District. The District may elect to issue separate Project Assignments to the selected firm(s) from the established pool for each individual project, as needed. Contracts that may be awarded pursuant to this RFQ/RFP process will be based upon, without limitation, the District’s authority in accordance with applicable District policies regarding professional services procurement and applicable law, such as the Public Contract Code. The District reserves the right to modify, in any way deemed necessary and at any time so required, the specific qualifications and requirements for each and every position classification without prior notice to the awarded Firm(s). The District will endeavor to negotiate a mutually agreeable Master Agreement and, if necessary, subsequent Project Assignment/s with the Firm(s). In the event that the District is unable to reach an agreement with its first choice, the District may proceed, at its sole discretion, to negotiate with the next Firm selected by the District. The District reserves the right to contract for services in the manner that provides the most value-added-benefits to the District. Following the conclusion of the initial procurement, the District reserves the right to increase or decrease the number of Awardees as determined by the District’s best interests based upon later acquired information and/or subsequent receipt of proposals. The District has no specific set limit for the number of Awardees in the pool.

The term “Project(s)” as used in this RFQ/RFP means all structures, buildings, site work, landscaping, utilities, on-site work, off-site work, or other improvements to real property of every

kind and nature provided for or reasonably inferable to provide a complete building(s) or system(s) for their intended purpose funded in whole and/or in part with Measure G bond funds.

The term of the contracts will be for the duration of the Project(s). Firm(s) will be offered or provided the opportunity to perform services under this procurement. There is no limit to the number of project contracts issued, if any, within the funding authority.

II. ARCHITECTURAL & ENGINEERING SERVICES

A. In General

Under the general direction of District personnel or consultant designee, the selected firm will perform the following services that shall include, but are not limited to:

1. Perform general architectural services for the Project(s).
2. Provide professional architectural services and be appropriately licensed in the State of California to provide such services.
3. Meet and comply with all applicable legal requirements, including any regulations issued by the Division of State Architect (“DSA”), as applicable.

B. Specific Major Responsibilities and Essential Duties

Specific responsibilities and essential duties may include, but are not limited to, the following:

1. Provide civil, structural, mechanical, plumbing, and/or electrical engineering services.
2. Provide architectural design services.
3. Participate with general contractors in design assist budget development for projects using a design assist format of procurement and delivery, such as lease-leaseback or design build.
4. Review available documentation, verify existing field conditions and confirm the accuracy of as-built documents in order to utilize for preparation of the design documents.
5. Prepare design documents as required by the California Department of Education in accordance with the District’s architectural services agreement and program specifications provided by the District.
6. Prepare design documents that comply with LEED and Green building practices.
7. Assist the District in obtaining plan approval from the California Department of Education and Division of the State Architect.
8. Prepare plans and specifications for each phase of design: Schematic Design, Design Development, and Construction Documents.
9. Prepare a Basis-of-Design narrative for the Project(s).
10. Prepare renderings to clearly show intent of design.

11. Prepare all necessary bidding information and forms required by the District and assist the District throughout the entire bid process.
 12. Provide materials and color boards for District, school site, and construction manager.
 13. Prepare detailed cost estimates of design and reconcile with the District's consultants.
 14. Request checks for fire flow tests and California Geological Survey review.
 15. Prepare utility applications and obtain permits.
 16. Coordinate and complete Division of the State Architect forms, as required.
 17. Assist with California Department of Education and Office of Public-School Construction applications and funding submittals.
 18. Submit documents to the Division of the State Architect for review and approval.
 19. Prepare detailed meeting minutes.
 20. Modify documents to incorporate revisions into the drawings and specifications.
 21. Submit monthly invoices with a monthly Progress Report.
 22. Redesign drawings if Project(s) is over-budget.
 23. Provide construction and close-out administration of the Project(s).
 24. Develop and implement design schedules.
 25. Prepare Auto Cad and PDF versions of the project As-Builts after the Project(s) is completed.
 26. Provide all work product items in digital format and transmit hard and digital copies to client throughout the project as determined by the District.
 27. Track, process, and submit all required close-out documentation required by DSA and/or any other regulatory agency.
- Respondents acknowledge that the above list is not exhaustive and may be amended based on the District's project specific needs or otherwise at the District's sole discretion.

[RFQ/RFP continues on next page.]

**MILL VALLEY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
ARCHITECTURAL & ENGINEERING SERVICES
INSTRUCTIONS TO PROPOSERS**

The District is inviting proposals from qualified Firms to provide architectural and engineering services for the District's Measure G Bond Projects.

A. GENERAL

1. Responsibilities of Firm

The responsibilities and duties listed in this RFQ/RFP are stated in general terms and are for informational purposes only.

The parties shall negotiate an agreement after a recommended Firm has been selected. **Any contract negotiated shall be subject to the District's Board of Trustees ("Board") approval.**

The Firm selected is expected to have the qualifications and experience to provide architectural and engineering services on behalf of the District.

2. Optional Site Walk - Mill Valley Middle School Project

Each proposer is responsible for fully acquainting itself with the conditions of the Project Site(s) to fully understand the facilities, difficulties, and restrictions that may impact the cost and effort required to complete the Project(s). An ***optional*** Mill Valley Middle School Site Walk will be held for proposers on the date and time indicated in the Notice to Proposers. Proposers may submit a proposal even if the Firm has not attended the site walk.

3. Questions and Inquiries

Any questions regarding this RFQ/RFP shall be directed, in writing, to the District email specified below. Transmission of questions may be made in writing by e-mail only, and must be received by the District no later than the date and time established above in the Schedule of Events and restated below. All requests for modification, interpretation, or clarification must be accompanied by all relevant information supporting the request. The District will evaluate any question or request submitted, but reserves the right at its sole discretion to determine whether to respond or accept the requested change.

Proposers are strongly cautioned to refrain from contacting any other member of the District staff, administration or any member of the District's Board prior to the final selection of a Firm for the project. Any prohibited communications may result in immediate disqualification of a Firm's response to this RFQ/RFP.

District Representative:

Name: Communications

Email: communications@mvschools.org

Deadline for Submittal of RFQ/RFP Related Questions: **Friday, March 31, 2023**

4. Proposal Validity Period

The proposer agrees that its proposal will remain valid for 180 calendar days (“Validity Period”) following the Proposal Due Date. The District may request an extension of the Validity Period. The Validity Period shall be automatically extended during the pendency of a protest or any legal action challenging the validity of the procurement. Once an award is made to a proposer, all elements of that proposer’s proposal shall remain valid until the completion of the project where an agreement is executed.

5. Public Records

All proposals submitted in response to this RFP become the property of the District and responses to this RFP are subject to the provisions of the California Public Records Act (Government Code sections 6250 *et seq.*).

Documents provided by the proposer marked Trade Secret, Confidential, or Proprietary and any financial records provided by the proposer shall be clearly identified, labeled, and addressed. The District assumes no responsibility for safeguarding the documents, unless the proposer has obtained an appropriate protective order issued by an arbitrator or court. A proposer has the duty of clearly labeling any Trade Secret, Confidential or Proprietary information as such. No liability will attach to the District for the errant release of Trade Secret information by the District under any circumstances.

6. District Rights and Limitations

The District reserves the right to contract with any entity responding to this RFQ/RFP. This RFQ/RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ/RFP. This RFQ/RFP does not commit the District to select any firm, and the District makes no representation that participation in the RFQ/RFP process will lead to an award of contract or any consideration whatsoever. It is at the sole discretion of the District to award a contract for the services or no contract at all. The award of the contract(s) is subject to approval of the District’s Board of Trustees.

The District shall not be liable for any costs incurred in preparing and submitting responses to this RFQ/RFP. In no event will the District reimburse any respondent for any costs or expenses incurred in preparing and submitting responses to this RFQ/RFP.

The District, in its sole discretion, reserves the right to: (i) Accept or reject any and all submittals, or any portion or combination thereof; (ii) Contract with any entity responding to this RFQ/RFP in whatever manner the District decides; and/or (iii) Waive any informality or non-substantive irregularity, not affected by law, as the interests of the District may require.

The respondent’s submission, and any other supporting materials submitted to the District in response to this RFQ/RFP 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. The District will have no liability to the respondent or other party as a result of any public disclosure of any RFQ/RFP.

The District reserves the right to add additional firms for consideration after receipt of submissions in response to this RFQ/RFP if it is found to be in the best interest of the District. All decisions concerning firm selection will be made in the best interests of the District.

7. Full Opportunity

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), Disabled Veterans Business Enterprises (“DVBE”) and minority and women business enterprises shall be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

8. Restrictions on Lobbying

From the period beginning on the date of the issuance of this RFQ/RFP and ending on the date of the award of the contract, no person, or entity responding to this RFQ/RFP, nor any officer, employee, representative, agent or contractor representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/RFP, the evaluation or selection process or the award of the contract(s) with any member of the District’s Board, Committee members or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the firm submitting a proposal.

9. Minimum Insurance Requirements

The selected firm shall maintain policies of insurance with an insurer(s) qualified to do business in the State of California and acceptable to the District. The firm will be required to provide an insurance certificate including errors and omissions and professional liability insurance coverage and must meet all insurance requirements set forth in the contract, including but not limited to naming the District as an additional insured.

10. Miscellaneous

- 10.1. The proposal shall be signed by a duly authorized representative(s) of the proposer and include the full name and address of the proposing firm or entity.
- 10.2. The proposal must set forth accurate and complete information as required in this RFQ/RFP.
- 10.3. Submission of a proposal constitutes agreement by the proposer to each and all of the terms, conditions, provisions and requirements set forth and contemplated in this RFQ/RFP and any attached documents.
- 10.4. The successful proposer will be expected to adhere to all federal, state, and local laws, and all District policies, procedures and regulations, including, but not limited to, District policies and procedures related to COVID-19 or any other similar pandemic or epidemic.

- 10.5. The contents of the proposal of the successful proposer will become contractual obligations. Failure of the successful proposer to accept those obligations in a subsequent contractual agreement may result in cancellation of the award.
- 10.6. Any contract resulting from this RFQ/RFP is subject to appropriation of funds by the District's Board of Trustees for each fiscal year of service.
- 10.7. The District reserves the right to use any or all ideas presented. Selection or rejection of the proposal does not affect this right.
- 10.8. The successful respondent, if any, will be required to execute a contract with the District.
- 10.9. Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the District.

[RFQ/RFP continues on next page.]

**MILL VALLEY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
ARCHITECTURAL & ENGINEERING SERVICES
INSTRUCTIONS FOR SUBMITTING A RESPONSE**

Each Firm responding to the RFQ/RFP shall address the following items in its response. Each item below shall be separated and clearly marked by tabs, or other means, to allow for easy review by the District. The RFQ/RFP response shall not exceed twenty-five (25) pages, excluding front and back covers, tabs, appendices, and table of contents.

1. Cover Letter

A maximum one-page, dated Introductory Letter must be submitted including the legal name of the respondent, address, telephone and fax numbers and the name, title, and signature of the person(s) authorized to submit the qualifications on behalf of the Firm.

2. Table of Contents

A Table of Contents of the material contained in the qualifications should follow the Cover Letter.

3. Executive Summary

The executive summary should contain: (1) a brief description of the Firm's history; (2) an outline of the Firm's philosophy concerning architectural services on public projects, particularly public works projects for K-12 public school districts; (3) a synopsis of the Firm's approach to successfully working with K-12 public school districts on the preparation of documents for school construction projects of similar size and magnitude; and, (4) a brief summary of the Firm's qualifications to engage in a professional relationship with the District.

4. Description of Firm

Provide specific information regarding the size, financial strength, location, nature of work performed, number of employees, years in business, California business license number (if applicable), and tax identification number of Firm. Please provide information detailing your firm's experience working in the Bay Area, including specific Bay Area projects that your firm has been involved. Please identify the principal-in-charge who will serve as the District's main contact throughout the Project. Include the address, telephone, and fax number of the office that will be primarily responsible for providing services under the proposal.

Please also provide evidence that the Firm is in good standing and able to complete business in the State of California.

5. Background of Firm's Personnel

Identify and provide the background, including resumes, of employees whom the Firm expects will be utilized on the Project(s) and will make up the Project team. Specifically define the role of each person and outline his, her or their individual experience. Indicate who would serve as the primary contact for the District. If the Firm would utilize resources from more than one office, indicate office locations and how work would be coordinated.

The team proposed must remain intact during the procurement process and the life of the Project(s), if the proposer is selected, unless otherwise agreed in writing by District. By submitting a proposal, proposer acknowledges that the District is making a selection based on the experience and qualifications of the team presented in the proposal and any changes to the team without the consent of the District may constitute a breach of contract by the proposer. Identify the names of firms and individuals that will perform any sub consultant work (i.e., outside firms providing cost estimating, planning, architectural design, structural, mechanical or electrical engineering services). Provide resumes, qualifications and relevant experiences of each person to be involved in the Project(s).

6. Experience in Providing Architectural & Engineering Services for California Public School Construction Projects

Provide a comprehensive narrative of your Firm's experience working with other California public school districts and other public agencies in successfully providing architectural services associated with the preparation of documents for use on the construction of a public project of similar size and scope as the Project(s), which narrative should clearly demonstrate your Firm's experience and qualifications to be able to successfully provide the services described herein.

The narrative should address the following: An explanation of your experience with the California Department of Education ("CDE"), the Office of Public School Construction ("OPSC"), the Division of the State Architect ("DSA"), the Uniform Building Code ("UBC"), and Title 24 of the California Code of Regulations, **which experience shall be considered mandatory for any firm submitting a Proposal in response to this RFQ/RFP.**

- In addition to traditional Design-Bid-Build, construction delivery, please provide a description of your Firm's experience working on projects that used the Design-Build and Lease-Leaseback delivery methods for the final design and construction of a public school project. Evidence that your Firm and personnel proposed in your Proposal have the expertise and experience in construction project design review and evaluation, scheduling, and cost estimating to carry out the professional services described herein.
- Demonstrated experience in sustainable design (LEED/CHPS) (*new campuses and significant modernizations only*)
- Demonstrated experience in delivering projects via Building Information Modeling (BIM) (*new campuses and significant modernizations only*)
- Information on Firm's experience in producing innovative energy efficient designs and evidence of a clear understanding of available energy initiatives to K-12 school districts.
- Demonstrated experience providing architectural services for K-12 bond projects.
- Evidence of experience providing outreach to District stakeholders in both a governing board meeting and public forum setting whereby updates on the Project are provided and questions are answered by your Firm.
- Discuss your knowledge and approach toward the following: (1) Reviewing architectural design concepts, principles and standards; (2) Supervisory principles, practices and procedures; (3) Building construction methods and materials; (4) Compliance with local

building codes and ordinances and accepted standards of quality for public projects; (5) Coordination with Project owner, CM and contractor(s); and (6) Project design for school construction projects on working school campus.

Your narrative should be complete and clear to provide an insightful, straightforward, and concise overview of the capabilities of your company. Inclusion of additional facts, information and examples of previous work are encouraged if it will help to highlight your Firm's qualifications and experience.

7. Budget/Completion History

Provide project budget information from your five (5) most recent school architectural projects. Include original budgets, change orders, and final budget at close out. Please give detailed information for each job including a contact name with contact information. Provide original schedule and completion dates.

8. Litigation History

The Firm shall list all services-related litigation in the last five (5) years, filed either by a client, a client's representative, or a contractor, which names the Firm, Firm's employees, or Firm's consultants as defendants of any type. State the nature of the complaint, the beginning and end date, or anticipated end date, of each lawsuit, case number of proceeding, and the judgment or resolution or the anticipated judgment or resolution, including any settlement outside of court.

The Firm shall also provide specific information on termination for default and information concerning any convictions for filing false claims within the past five (5) years.

The Firm shall state whether the Firm has or has not filed a petition for bankruptcy. If the Firm has filed a petition for bankruptcy, the Firm shall provide the date the petition was filed and identify the jurisdiction in which the petition was filed.

9. Complaints Lodged with Local, State, or Professional Agencies

The Firm shall disclose complaint(s), if any, that have been lodged against the Firm with any local public agency, any agency of the State of California, or any professional organization with which the Firm is affiliated and, if so, describe the nature of the complaint(s) and outcome(s) or anticipated outcome(s).

10. Insurance

The Firm shall describe the outcome of claims, if any, filed against Firm's general liability, professional liability, or automobile liability insurance carriers during the past five (5) years. Identify the Firm's insurance carriers' name and address and policy number(s) for general liability and professional liability for the past five (5) years.

11. References

The proposer shall list a minimum of five (5) references for whom the Firm has provided services in California for K-12 public school district construction projects. Please include the following information for each reference provided on separate pages:

- 1) Year(s) of services
- 2) School district

- 3) Current contact person
 - 4) Title/position
 - 5) Contact phone number
 - 6) Project description
 - 7) Dollar value of the project
 - 8) Delivery method
 - 9) Duration of design
 - 10) Duration of construction
 - 11) Division of the State Architect (“DSA”) Closeout (# of months)
 - 12) Local design work within the Bay Area, the City of Mill Valley, and surrounding communities
- Lists, photos, and literature on related projects performed by the individuals expected to make up the Project team may be included. Do not include projects completed by other branch offices or by individuals that are not part of the proposed Project team.

12. Experience with State Regulatory Agencies

Specify the Firm’s experience working with State agencies, including the Office of Public School Construction, State Allocation Board, California Department of Education, and Division of the State Architect.

13. Project Plan and Methodology

Describe the procedures that the Firm will employ to ensure that the needs of the District will be satisfied, including completion of the architectural and engineering services requested herein in a cost-effective and timely manner. Please describe how the Firm will manage and control costs, while providing the highest quality of design and planning services. Include an estimate of the amount of District staff time needed for assistance.

14. Current Projects and Workload

Please describe current projects that the Firm is engaged in of similar size and scope. Please describe how current workload demands on the Firm may impact the District.

15. Joint Ventures and Associations

If the project is to be undertaken by the Firm in joint venture or in association with one or more other entities, identify the parties involved in such a joint effort, the roles and responsibilities of each party, and whether all parties will be jointly and severally liable for performance and all contractual liabilities. In the event of a joint venture, please provide a copy of the joint venture agreement and identify which firm will be the lead member of the venture. The District reserves the right to require the lead firm to sign a Guaranty concerning the work to be completed.

16. Fee Estimate Range and Terms

Please provide rates and fees for all proposed members of the Firm’s team who will provide services in response to this RFQ/RFP. Please include rates for all expected fees associated with the work (e.g., travel expenses, copying and printing costs, etc.).

The District seeks to negotiate a fixed, not-to-exceed fee based on the final negotiated scope of work with any “additional work” being subject to reimbursement based on agreed upon rates for each member of the Firm’s team. However, the District will consider a cost reimbursement contract should such an approach be determined to be in the best interests of the District when selecting the Firm to perform the work.

17. Non-Collusion Certification and RFP Certification

A qualified individual from the Firm must execute the Non-Collusion Certification and the RFQ/RFP Certification contained herein. Executed copies of each certification must be included with the proposal.

18. Other

Each Firm is encouraged to provide a description of resources or any other information the Firm believes is pertinent to its proposal. Please do not include brochures or other marketing-related materials.

[RFQ/RFP continues on next page.]

**MILL VALLEY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
ARCHITECTURAL & ENGINEERING SERVICES
DISTRICT'S EVALUATION PROCESS**

Upon the District's receipt of the proposals, each proposal will be reviewed for (a) minor informalities, irregularities, and apparent clerical mistakes which are unrelated to the substantive content of the proposal; (b) conformance to the RFQ/RFP instructions regarding organization and format; and (c) responsiveness of the proposer to the requirements set forth in this RFQ/RFP. Those proposals determined to not be responsive to the requirements of this RFQ/RFP may be excluded from further consideration, and the proposer will be so advised. The District may also exclude from consideration any proposer whose RFQ/RFP contains a material misrepresentation. The District reserves the right to reject any or all proposals, to waive minor technicalities, or to advertise for new proposals if, in the judgment of the District, such course of action is in the best interests of the District.

The District plans to establish an Evaluation Committee for the purpose of reviewing and evaluating proposals submitted in response to the RFQ/RFP. Selection of candidate(s) will be based on demonstrated competence and on professional qualifications necessary to meet the District's needs to perform the services described in this RFQ/RFP .

After an initial screening of Firms, the District, at its sole discretion, may conduct in-person interviews with Firms. Interviews will consist of a proposer's presentation to the Evaluation Committee and a question and answer discussion session with possible role playing in response to a given scenario. The presentation will afford the proposers the opportunity to highlight the significant aspects of their approach and understanding of the Project(s) and offer a chance for the Evaluation Committee to ask clarifying questions of their proposals. The oral presentation shall not be used to fill in missing or incomplete information that was required in the written proposal. No new information shall be presented by any proposer at the interview. The District will advise selected proposers of the date, time, location, and allotted time for the interviews.

The key project personnel listed by the proposer in its proposal MUST participate in the interview and interview process.

The District reserves the right to contract with one or more Firms. The District makes no representation that participation in the RFQ/RFP process will lead to an award of a contract or any agreement whatsoever.

The District may perform an investigation of the Firms that extends beyond contacting the school districts or other entities identified in the proposals. The District shall have the right to request any additional information from any or all of the proposing Firms, to select, in its sole discretion, Firms that will be interviewed, and to select, in its sole discretion, the Firm that best meets the needs of the District and to initiate negotiations to engage that Firm. In the event that such negotiations are determined, in the District's sole discretion, to be unsuccessful, the District shall have the right to terminate such negotiations and enter negotiations with the next most preferred Firm.

Each responsive proposal will be evaluated according to the criteria set forth below:

- Firm Experience and Qualifications

- Litigation/Claims/Complaint History
- Project Plan and Methodology
- Fees
- References
- Compliance with RFQ/RFP
- Interview, if applicable

The District will make its selection based on its impressions of which firm will be the best fit based on these categories.

The following are conditions precedent to final award of the contract(s): (a) successful completion of negotiations (if held); (b) receipt by District of all of the documents required to be provided prior to execution of the agreement; and (c) any other conditions required by the District's Board. Final award will be evidenced by execution of the agreement by the District's designee following approval by the District's Board. In the event only one proposal is received in response to this RFQ/RFP, District reserves the right to move forward with award to that proposer if determined to be in the best interests of the District.

There is no specific limit to the number of short-listed Firms or to the number of Firms that will be included in the "A/E pool." Any limitation will be the sole discretion of the District. However, it is anticipated that 2-3 firms will be selected to participate in the Measure G projects.

Upon selection of a number (no set limit) of qualified Firms to make up the pool, the District will retain the pool of A/E Firms for the purpose to provide services for a variety of District Projects. The District reserves the right to select: (i) one A/E firm for the Mill Valley Middle School Project and one or more A/E firm(s) for the Modernization Projects; or (ii) one A/E firm for the Mill Valley Middle School Project, the Modernization Projects, and other potential projects as contemplated herein; or (iii) none of the A/E firms. Each selected Firm will then enter into a Master Agreement for Ongoing Architectural Services with the District.

The District may elect to enter into an Agreement and, if necessary, Project Assignments with any of the selected firms for other possible District projects and District Measure G Bond projects that may not be contemplated herein. For such specific requests, the District will enter into an Agreement and/or Project Assignment with the selected firm. Each Agreement and/or Project Assignment will contain its own scope of services, estimated value, and period of performance. Firms may be required to submit a detailed Fee Proposal and other documents including supplemental additional Firm and/or staff experts and additional project experience related to the specific identified project type not included in the original proposal in response to the District's request for an Agreement and/or Project Assignment. All responsive proposal packages received by the District will then be evaluated and the Selected Firm will be identified to negotiate an Agreement and/or Project Assignment. The District reserves the right to modify, in any way deemed necessary and at any time so required, the specific qualifications and requirements for each and every position classification without prior notice

to the Firms. The District will endeavor to negotiate a mutually agreeable Agreement and/or Project Assignment with the selected Firm. In the event that the District is unable to reach an agreement with its first choice, the District may proceed, at its sole discretion, to negotiate with the next Firm selected by the District. The District reserves the right to contract for services in the manner that most benefits the District.

[RFQ/RFP continues on next page.]

**MILL VALLEY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
ARCHITECTURAL & ENGINEERING SERVICES
MISCELLANEOUS INFORMATION**

Signature Authority. The individual or official of the Firm who has the authority to contractually bind Firm must sign the RFQ/RFP response.

Cost of Preparation of Proposal. The RFQ/RFP response preparation and associated costs are the sole responsibility of the proposer, and no proposer will be reimbursed by the District for any costs associated with responding to this RFQ/RFP.

Examination of RFP. Each proposer shall be solely responsible for examining this RFQ/RFP and all its parts with appropriate care and diligence. Each proposer is also responsible for monitoring the information concerning this RFQ/RFP and the procurement.

Compliance with Law. Throughout this procurement and any subsequent contract executed, all proposers are required to comply with all applicable state, federal, and local laws and regulations including, but not limited to, the California Labor Code. Proposers shall be responsible for complying with all applicable prevailing wage requirements and any applicable reporting and registration requirements as required by the California Department of Industrial Relations. Proposer shall be responsible for complying with guidelines related to the COVID-19 pandemic, as applicable. The successful proposer will also be expected to adhere to all District policies, procedures, and regulations, including those related to COVID-19, as applicable.

District's Rights. Each proposer agrees that the District shall be entitled to use all work product that is not returned to the proposer (including concepts, ideas, technology, techniques, methods, processes, drawings, and reports) contained in its proposal or generated by or on behalf of the proposer for the purpose of developing its proposal without compensation or consideration to the proposer, except such work product specifically labeled as a Trade Secret or Proprietary. By submitting a proposal, each proposer acknowledges that the District may incorporate and use such work product or concepts based thereon in the performance of its functions. The use of any of the work product by the District is at the sole risk and discretion of the District and shall in no way be deemed to confer liability on the unsuccessful proposer. By submitting a proposal, each proposer acknowledges and agrees that it does not have the right to keep the contents of its proposal from being used by the District, as described herein.

Resulting Contract. The successful respondent, if any, will be required to execute a Master Agreement with the District. The successful proposer will be required to maintain policies of insurance with an insurer(s) qualified to do business in the State of California and acceptable to the District.

**MILL VALLEY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
ARCHITECTURAL & ENGINEERING SERVICES
NON-COLLUSION CERTIFICATION**

The party making the foregoing proposal, affirms that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Name of Firm: _____

Signature: _____

Printed Name: _____

Title of Signatory: _____

[See required certification on next page.]

CERTIFICATION - REQUEST FOR QUALIFICATIONS AND PROPOSALS

I certify that I have read the attached **Request for Qualifications and Proposals** and the instructions for providing a response. I understand that documents I submit in response to this request may be subject to disclosure under the California Public Records Act. (Gov. Code, §§ 6250, et seq.) I further certify that I am authorized to commit the Firm to the qualifications submitted.

Signature

Typed or Printed Name

Title

Company

Address

Address

Telephone

Fax

Date

If responding as a corporation,
please provide your corporate seal
here:

246-169/6558842.1