

## REQUEST FOR QUALIFICATIONS

### Baldy View Regional Occupational Program

#### ARCHITECTURAL SERVICES

Baldy View Regional Occupational Program (ROP) is requesting Statement of Qualifications for Architectural and Engineering Services for the design and construction of a new Logistics/Warehouse Building that will support a Career Technical Education Program on the existing Bon View campus. New Construction shall consist of the new structure, interior improvements within the structure that shall include ADA & Life Safety requirements, mechanical, plumbing and electrical systems, as well as site infrastructure upgrades to support the new construction.

Baldy View ROP is planning to begin design work in June 2017 and complete the construction by May 2019. If your firm wishes to submit a Statement of Qualifications, please see details below for submitting your qualifications package.

#### PROPOSAL DUE DATE AND TIME

Deadline for submitting proposals:

Date: May 31, 2017

Time: 10:00 a.m.

**Submittals received after the the noted date and time, will not be accepted, and packages will be unopened and returned.**

#### CONTACT PERSON

Please address all submittals to:

Evaluation Committee, Baldy View Regional Occupational Program  
c/o Shelley Adams, Superintendent  
2890 Inland Empire Blvd., Suite 100  
Ontario, CA 91764

**If you have questions regarding the RFQ, please address them to Ms. Shelley Adams at, (909) 980-6490 or (909) 980-8364 (fax). Respectfully, please do not contact any other Regional Occupational Program personnel.**

#### I. SUBMITTAL REQUIREMENTS

##### A. General Information

1. Each organization submitting a proposal shall submit one (1) electronic copy in PDF format.

Request for Architectural Services, May 31, 2017, 10:00 a.m. and the name of the organization submitting the statement.

2. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement.

3. In order to control information disseminated regarding this RFQ, organizations interested in submitting proposals are not to make personal contact with the members of the Governing Board and District staff with the exception of the individual(s) listed below:

Shelley Adams, Superintendent  
Telephone (909) 980-6490 / Fax (909) 980-8364  
Email: shelley\_adams@bvrop.org

4. Organizations who contact any member of the Board of Education, District staff without following the above listed protocol will be eliminated from further consideration. Oral communications of District employees concerning this RFP shall not be binding on the District and shall in no way excuse the organization of his/her obligations as set forth in the RFP.

5. The Board of Education of the Baldy View ROP reserves the right to accept or reject any or all submissions, to negotiate with any or all responsible submitters, and to waive any irregularity in the RFQ.

- a. Proposals found to be incomplete may be rejected as non-responsive.
- b. Submitters shall be responsible for any and all expenses that may occur in preparing proposal(s).

#### B. Request for Information (RFI) and/or Clarification

1. Request for information, regarding this proposal, must be submitted in writing and emailed to the following individual: Shelley Adams, Superintendent Section A3. RFI's shall be received by 4:00 p.m. on Wednesday, May 24, 2017.

RFI's received after the deadline will not be responded to.

#### C. Submittal Format & Contents

##### 1. Letter of Interest

- a. Include name of firm, address, telephone number, type of firm (i.e., corporation) and name of principal contact. Letter must be signed by representative of firm with authorization to bind firm by contract.
- b. Firm Information: Provide a brief history of firm(s), including: number of years in business, location of office where District projects will be designed and managed.

##### 2. Table of Contents

- a. Include the following tabs:
  - Letter of Interest
  - Firm Organization
  - Project Team
  - Firm Resources
  - References
  - Proximity to Baldy View ROP

##### 3. Firm Organization

- a. Number of years in business
- b. Senior members of the firm
- c. Location of office which will perform the work

- d. List of basic services your firm provides
- e. List of additional services your firm provides

4. Project Team

- a. Provide an organization chart showing the relationship of the District to the primary project team(s) members proposed for this project and indicate their role.
- b. Provide resumes for the primary project team(s) members proposed for this project.
- c. List all consultant firms to be used as sub-consultants on the project. Include information on the structural, civil, landscape, mechanical, plumbing, and electrical engineers. Confirm if fees for the consultants included in base fees or are an additional service.

5. Firm Resources

I. Transformative Design Capabilities for School Additions

- a. Briefly describe your design philosophy and process emphasis on how this will suit our need.
- b. Briefly describe how you integrate flexibility and future technology into your design.
- c. Working with Contractors in a Construction Management delivery method
- d. Show examples of “transformative” projects on existing campuses

II. Project Management Capabilities (AutoCAD, BIM, and project management software use are strongly recommended). Describe how the firm would create an Integrated Project Delivery program for the project.

6. References

- a. Provide a list of 3 education client references for which your firm has performed similar project services.

7. Proximity to Baldy View ROP.

- a. Preference will be considered for those firms with offices within 40 miles of the Baldy View ROP.