



**Evergreen Union School District**  
*Brad Mendenhall, Superintendent*  
**Board of Trustees**  
Lester Grade, President  
James Tomasini, Clerk  
Brad Constant  
Michael Mitchell  
Christine Flood

## **REQUEST FOR QUALIFICATIONS**

For Selection of Architectural Services

### **I. GENERAL INFORMATION**

The Evergreen Union School District is a five-school (three sites) rural district located in northern Tehama County, 140 miles north of Sacramento, California. We cover a geographic area of approximately 575 square miles, and our northern boundary is the Shasta-Tehama County line. We are bordered on the east by the Sacramento River and on the west by the Shasta, Trinity and Tehama boundaries.

The District serves nearly 1250 students, daily, throughout our various schools and programs from preschool through high school. The District's continued growth is estimated to have an enrollment between 1300 and 1500 at build out. It is the intent of the District to design new facilities to accommodate for Transitional Kindergarten as well as modernization projects to bring aging facilities up to current standards.

Evergreen Union School District is requesting Statements of Qualifications (SOQs) for professional architectural services related to the design of these projects. Each Architectural Firm shall submit an original Statement of Qualifications plus five (5) copies of said SOQs in a sealed envelope prominently marked with the name of the firm. SOQs shall be submitted to Mr. Brad Mendenhall, Superintendent, Evergreen Union School District, 19500 Learning Way, Cottonwood, CA 96022, no later than 3:00 pm, Friday, March 3, 2023. SOQs received later than the aforementioned date and time will be returned to the sender unopened. Facsimile (FAX) copies will not be accepted. SOQs shall be signed by an authorized individual or officer of the firm submitting the qualifications.

In order to control information disseminated regarding this Request for Proposal, Architects interested in submitting qualifications are directed not to make personal contact with members of the Governing Board and District Administration or Evergreen Union School District employees.

Evergreen Union School District reserves the right to accept or reject any or all statements of qualifications and to negotiate with any or all responsible applicants. Applicants shall be responsible for all expenses that they may incur in preparing their proposals.



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## II. FIRM BACKGROUND INFORMATION

The Applicant should provide information regarding the size, location and nature of work performed, years in business and approach that will be used in meeting the needs of Evergreen Union School District.

The Applicant should provide information regarding their firm's experience in programming, planning and providing "field" services for the new construction of educational facilities.

The Applicant should identify all personnel and provide a brief resume including pertinent experience of personnel who will be participating in the District projects as previously outlined. The architectural firm's personnel must be licensed to provide architectural services in the State of California.

The Applicant shall list only the consulting engineering firms you plan to use on the project. Include a brief resume of key personnel from each consulting firm who will be working with the District.

It is the intent of the District to pursue new construction funding for 50% of the cost of this project as well as modernization funding for 60% of the cost of those projects from the Office of Public School Construction/State Allocation Board. One of the responsibilities of the Architect will be to assist the District to the extent necessary to meet all State requirements to receive State funding, which would include the Department of State Architect approval, California Department of Education plan approval and Office of Public School Construction/State Allocation Board cost estimates and funding approval.

The Applicant needs to identify all public school construction projects relevant to this project completed in the past ten (10) years and list whether the projects were State funded and the amount of State funds received.

Each Applicant shall describe the method proposed for charging fees. Identify if your fees will be a fixed fee, or based on time and material, or percentage of construction, or a combination. Indicate what is included in reimbursable expenses, if any.

Each Applicant is encouraged to provide any additional information or description of resources the firm feels is pertinent to this Request for Proposal. Upon review of the Applicant's Statement of Qualifications, the Evergreen Union School District may then select certain firms for an oral interview and presentation.



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### **III. SUBMITTAL FORMAT**

The successful Architectural Firm shall demonstrate an ability to work in coordination and communicate effectively with a variety of planning groups and decision-makers; i.e., Board of Education, Superintendent, site administration and staff, school site committees, members of the community, the program manager and other technical advisors and consultants.

The successful Architectural Firm shall assume responsibilities related to the projects in working with various outside governmental agencies, particularly, the California Department of Education (CDE), the Division of the State Architect (DSA), and the Office of Public School Construction (OPSC).

Architectural submittals should address the following:

#### ***Cover Letter/Letter of Interest***

Please provide a brief history of firm including:

1. Number of years in business
2. Location of office, which will perform the work
3. List of Basic Services provided by the firm
4. List of Architectural Services provided by the firm under Basic Agreement (if applicable)

#### ***Relevant Experience***

Please provide information on all school projects of similar scope and size completed in the past ten (10) years including:

1. Project name/location
2. Year complete/current status
3. Client name (District Name)
4. Identification of funding source (State, Local, etc.)

#### ***Project Team***

1. Identify key team members assigned to the project and provide their qualifications including onsite personnel. Include resumes for team members.
2. Identify proposed consultants for this project. Include resumes and related experience for each member of these firms that may be assigned to the project.



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### ***Firm Resources***

1. Technical capabilities
2. Other capabilities, including front end services, such as pre-bond services, School Facilities Program applications, educational planning, etc.
3. Cost estimate history and change order evaluation (show examples of recent cost estimate vs. actual bid amount, if applicable.)
4. Project approach relative to this District.
5. Experience developing and adhering to schedules and timelines.
6. Experience in working with state agencies.
7. Experience with project delivery methodologies.

### ***Proposed Method of Compensation***

1. Describe your proposed method of compensation.
2. Describe all costs that might be charged to the District in addition to the base compensation.

### ***Client Satisfaction/References***

1. Provide letters of reference.
2. Has your firm ever been terminated or replaced by another firm during the design or construction of any education and/or related project? If so, explain in detail and provide results of any litigation/claims on the project.
3. Provide a statement of the firm's financial stability.
4. Provide a list of at least five educational client references for which your firm has performed similar services. References will include:
  - a. District name and address
  - b. Contact name and telephone number
  - c. Identify project for referral

## **IV. EVALUATION CRITERIA**

- Experience of the team in public school construction
- Experience and qualifications of proposed team members
- Experience in a variety of construction delivery methods



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- Breadth of resources and capabilities
- Ability to work with diverse decision makers
- Creative problem-solving capabilities
- Strength of client recommendations

### **SELECTION PROCESS**

The District will review the submitted Statements of Qualifications and may interview one or more firms. The District reserves the right to select firms solely on the basis of the SOQ's submittal. The District may select one or more firms to perform the work indicated in the RFQ.

### **TIMELINE FOR SELECTION**

The District anticipates the following schedule for the selection process:

- |  |                   |
|--|-------------------|
| ● Issue RFQ                                  | February 3, 2023  |
| ● Qualification Statements Due               | March 3, 2023     |
| ● Paper Screening/Reference Check Completion | March 10, 2023    |
| ● Interviews/Presentations (if necessary)    | March 13/14, 2023 |
| ● Recommendation to Board                    | March 14, 2023    |
| ● Award                                      | March 15, 2023    |

Selection of committee members and processes for selecting Architectural Firm may vary at the District's sole discretion.

### **SUBMITTALS**

Five (5) copies of the submittal package should be received by 3:00 pm on Friday, March 3, 2023. The District will not accept submissions received after this date and time. The District reserves the right to reject any and all proposals. Any attempt to contact Board Members in regard to this process may result in disqualification.

#### **Refer all inquiries to:**

Brad Mendenhall, Superintendent  
Evergreen Union School District  
530/347-3411  
bmendenhall@evergreenusd.org

19500 Learning Way, Cottonwood, CA 96022

530/347-3411  
530/347-7954



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**Deliver submittals to:**

Evergreen Union School District

19500 Learning Way

Cottonwood, CA 96022

Attn: Brad Mendenhall, Superintendent

**LIMITATIONS**

The District reserves the right to redefine project priorities, adjust budgets and modify projects as it deems necessary, and to select one or more firms to perform services. At its discretion, the District may eliminate any firm or waive any informality in the selection process.

This Request for Qualifications does not commit the Evergreen Union School District to award a contract or to reimburse the submitting firms for costs incurred in submitting these qualifications. The Evergreen Union School District reserves the right to reject any or all SOQs received as a result of the request, to negotiate with any submitting firm, to extend the submission deadline, or to amend or cancel in part or entirety this request, if it is in the best interest of the District.