



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBAH • SUPERINTENDENT OF SCHOOLS

BOARD OF EDUCATION

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Ms. Sue Roth
Ms. Abel Sanches
Mr. Bruce Van Allen
Ms. Rachel Williams

400 Encinal Street, Santa Cruz, CA 95060 ♦ Tel (831) 466-5600 ♦ Fax (831) 466-5607 ♦ www.santacruzcoe.org

Santa Cruz County Office of Education

400 Encinal Street
Santa Cruz, California 95060

Request for Qualifications/Proposals

RFQ/P Number: 24-25-0002

Architectural Services for

Future County Office of Education Projects

January 3, 2025

**Request for Qualifications/Proposals
For Architect Services
For Future COE Projects**

Introduction:

Dr. Faris Sabbah, Superintendent of the Santa Cruz County Office of Education (the “COE”) is requesting qualification submittals for established architectural firms experienced in the planning, renovation, and construction of public-school facilities in California. Specifically, the COE is seeking qualified firms with expertise in special needs and alternative education classrooms. This Request for Qualifications/Proposals (“RFQ/P”) does not commit the COE to award a contract or pay any costs incurred in the preparation of a statement responsive to this RFQ/P. The COE reserves the right to accept all or part of any statement or to cancel in part or in its entirety this RFQ/P. The COE further reserves the right to negotiate changes in and to accept the statement(s) that it considers to be in the best interest of the COE.

Critical Dates:

RFQ/P Issued:	January 3, 2025
Last Day to Submit Questions:	January 21, 2025
Final Clarification Issued:	January 22, 2025
Responses Due:	January 30, 2025
Notification of Finalists:	February 5, 2025
Interviews – Optional TBD:	Week of February 10, 2025 (Optional)
Award:	February 14, 2025

Selection committee members, timeline and processes for selecting architectural firms may vary at the County’s sole discretion.

Submittal Due Date:

One electronic copy should be emailed to Richard Reid, Director of Facilities no later than 4:30 p.m. on January 30, 2025. Proposals received after this date and time may not be accepted by the County. Interested parties submitting Qualifications are advised that attempts to contact the Superintendent or Board of Trustees, County or site administration regarding this RFQ while the selection process is open may result in disqualification.

Deliver Proposals and Questions to:

Santa Cruz County Office of Education
Attn: Richard Reid, Director of Facilities
400 Encinal St., Santa Cruz, CA 95060

Email to:

Richard Reid – rreid@santacruzcoe.org

Overview:

The Santa Cruz County Office of Education is located on the California Central Coast, covers approximately 600 square miles and is the third-smallest county in California by total area. It is located about 30 miles south from San Jose and 42 miles north from Monterey. The county is known for its beautiful beaches, rich surfing history, majestic redwoods, home to UC Santa Cruz, and rich agricultural history.

The COE currently provides supporting programs for all public-school students in Santa Cruz County. It serves students from preschool to adult. The County’s facilities include four dedicated sites, two located

in the south county and two in the north, along with numerous satellite and supportive spaces located on partnering program and district sites.

General Project(s) Description:

The COE plans to undertake projects funded through two primary sources: the school Facility Program (SFP) and local dollars. Two major projects are planned. The first is located on the campus of Soquel High School (Santa Cruz City Schools) and involves the demolition of old portables and the installation of modular buildings designed for use by moderate/severe special education students. The second is in Ben Lomond (Santa Cruz County Parks and Recreation) and involves the demolition of old portables to be replaced by newer, modern classrooms for the alternative education program. The Projects will be completed using one of several possible construction delivery methods, including (but not necessarily limited to) lease-lease back, formal and informal bid procedures.

Scope of Services:

The selected architectural firm will work with COE staff and community partners to fulfill the program needs and align priorities and projects with the COE's budget and provide full architectural and engineering design services for assigned projects under a basic services agreement. The project Architect shall also engage with County administration, site advisory, and community groups. It is the desire of the COE to select one or more architects to provide architectural services at the lowest cost and highest quality over the next five (5) years.

The Scope of Services generally consists of design services, including landscaping architectural services and landscape irrigation design, civil, structural, mechanical, and electrical engineering services normally required to complete the Projects; bid package preparation, bid handling, preparation and processing of change orders, requests for information, and other contract administration duties; and the supervision, coordination and/or management of the Contractor, any Construction Manager, Inspector of Record/Project Inspector ("IOR"), laboratories, the COE, and the Architect itself, with respect to project requirements.

The COE shall have the right to add or delete from the Architect's Scope of Services, from Project to Project, as it may determine is necessary for the best interests of the COE. Any project later undertaken by the Architect pursuant to the terms of the Architect Agreement shall be described in an amendment to the Architect Agreement. Each amendment shall include the Project scope developed with the Architect, the rate schedule, and the Project schedule. The COE makes no representation or guarantee that any Project will be made a part of the Architect Agreement through an amendment.

Any proposal submitted in response to this RFQ/P (including a proposed hourly rate schedule) must be based on the scope of services, obligations, and other terms of the Architect Agreement.

Proposal Requirements, Format and Content:

The successful architectural firm shall demonstrate an ability to work in coordination and communicate effectively with a variety of planning groups, decision-makers and others including the Superintendent, Deputy Superintendent of Business, the Director of Facilities, Site Administration and Staff, program managers, other technical advisors and consultants and governmental agencies, particularly the State Department of Education, the Division of the State Architect (DSA) and the Office of Public School Construction (OPSC).

The proposal should be clear, concise, complete, well organized, with no more than 30 single sided pages in total length address the following:

The cover shall include the RFQ/P's title and submittal due date, the name, address, fax number, and the telephone number of the responding firm (or firms if there is a joint venture or association). The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the proposal in the order listed:

- A. The cover letter signed by an authorized officer of the firm submitting the proposal, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for this Project.
- B. Organization Information – Provide a brief history of your organization, including: (1) number of years the organization has been in business, (2) location of corporate/main office and location of office (if different) that will perform the work required by this RFQ/P, and (3) list of basic services provided by your organization.
- C. Qualifications and Experience – Describe your experience as an organization providing architectural services to public school COEs.
- D. Staffing Information – Provide an organization chart and identify key team members of your firm who perform architect services on the Projects.
- E. Project Cost Information – Provide an estimated fee schedule for projects including, but not limited to, new construction, modernization, and modular buildings. Firms must also provide an hourly rate schedule for all services. The COE reserves the right to negotiate with one or more responding architects for a final contract price for each Project.

Selection Process:

The purpose of this RFQ/P is to select one or more firms to provide architectural services as outlined in this RFQ/P to enable the COE to select the firm with which the COE intends to enter into a contract for design of the various Projects.

The COE will use the process outlined below. A review and selection committee composed of key COE officials and staff will start with the paper screening to review and evaluate all proposals and if necessary conduct the interview process.

Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.

The following items will be considered by the COE in the selection process:

- Conformance to the specified proposal format.
- Organization, presentation, and content of the proposal.
- Qualifications and experience of the organization and proposed team members.

- Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the COE's financial constraints and timeframes.
- Completeness of estimated cost of all architect services for the various Projects, and the cost itself.
- Local experience in public school construction
- Demonstrated ability to work with diverse decision makers
- Strength of client recommendations

Interviews, Selection and Contract Negotiations

The COE may, but is not obligated to, conduct interviews with the architects that respond to this RFQ/P. If conducted, the interviews will be held on a date time to be determined. At the time of the interview, the architect's design team will be required to attend.

The COE will select one or more firms deemed most qualified to perform architectural services on the Projects. As individual Projects arise, the COE will begin negotiations with the firm(s) deemed most qualified to enter into an agreement to provide architectural services for that Project consistent with this RFQ/P.

Responders may identify in their response any terms or conditions that they wish to negotiate with the COE and the COE may consider that information as part of the selection process. Should the COE be unable to negotiate a satisfactory contract with one of the proposing entities, the COE is under no obligation to enter into an agreement with any of the entities.

The COE reserves the right to award the Projects to the entity the COE deems most suitable to undertake the particular Project based on many factors, including demonstrated competence and qualifications for the types of services to be performed, and a fair and reasonable price. The COE further reserves the right to reject any or all proposals, or waive any irregularities in any of the proposals submitted pursuant to this RFQ/P.

Special Conditions

Amendments: The COE reserves the right to cancel or revise this RFQ/P in part or in its entirety. If the COE cancels or revises the RFQ/P, all Respondents will be notified by addenda. This COE also reserves the right to extend the date responses are due and/or postpone the interview date.

Inquiries: Any questions concerning this RFQ/P or selection process may be directed to Richard Reid, Director of Facilities, (831) 466-5600. Replies involving any substantive issues will be issued by addenda and mailed to all parties recorded by the COE as having received the RFQ/P documents.

Non-Discrimination: The COE does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration of award of contracts.

Costs: Costs of preparing a proposal in response to this RFQ/P are solely the responsibility of the Respondent.

Limitations: This RFQ/P does not obligate the COE to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to the RFQ/P, or to procure or contract for work. The COE reserves

the right to waive any irregularities in the proposals received pursuant to this RFQ/P or in the process outlined herein for selection of an architect for the Project.

DVBE Criteria:

DVBE guidelines, as established by the Office of Public School Construction for completing and submitting form SAB515PB, SAB515SC, and/or SAB515GFE as appropriate, are to be a part of this Statement of Qualifications.

Miscellaneous:

Copies of the RFQ will be made available on the COE's website:

<https://santacruzcoe.org/business-services/public-bidding-opportunities/>

Santa Cruz County Office of Education

Dr. Faris Sabbah, County Superintendent of Schools

Liann Reyes, Deputy Superintendent-Business Services

Richard Reid, Director of Facilities