

# **PALO VERDE UNIFIED SCHOOL DISTRICT**



## **REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ARCHITECT and/or ENGINEERING SERVICES**

**[#B2122-03]**

**FOR**

**BASEBALL / SOFTBALL COMPLEX**

### **STATEMENT OF QUALIFICATIONS SUBMITTAL DEADLINE**

**Wednesday, April 27, 2022 at 2:00 PM**

**SUBMIT TO**

**PALO VERDE UNIFIED SCHOOL DISTRICT**

**ATT: GABRIEL CAMARGO**

**187 N. 7th Street, Blythe, CA 92225**

**(760) 922-1322**

**VIA U.S. MAIL / FED EX / UPS / OR SIMILAR CARRIER**

**PLEASE DIRECT ALL RFQ INQUIRIES TO  
Gabriel.Camargo@PVUSD.US**

NOTICE IS HEREBY GIVEN that the **Palo Verde Unified School District**, acting by and through its Governing Board, is soliciting and issuing this Request for Statements of Qualifications (RFQ) to provide professional services related to the comprehensive design, construction documentation, and construction administration services of the District's Baseball / Softball Sports Complex. Palo Verde Unified School District intends to use a competitive and multi-faceted approach to select a qualified firm. Please see included rubric for additional detail regarding the District's scoring criteria.

This solicitation is intended to identify a qualified third party consultant with whom District will enter into a Master Service Agreement. The selected architect and/or engineering firm will assist the District with the development of a California Division of State Architect (DSA) approved design for our Baseball / Softball Sports complex. The District currently possesses a conceptual design rendering that will serve as the basis for the DSA approved design. The successful respondent *shall be free from conflicts of interest arising from relationships with potential suppliers, constructors, financiers, or owners of related projects or products.*

The **Palo Verde Unified School District** is a public-school district located in **Riverside** County, California. **PVUSD** serves **2,860** students at **six** school sites. Palo Verde High School is a grades 9-12 comprehensive high school that serves approximately 800 students.

## **Section 1: DISTRICT GOALS AND OBJECTIVES**

The District's goal is to renovate existing space on the Palo Verde High School and former Blythe Middle School campuses and create a new sports complex that will serve the needs of our baseball and softball programs. Respondents shall support the district's goal by communicating how they are able to support the development of the District's vision into a DSA approved design that will allow the District to materialize its goal to create a new baseball and softball space for students. The successful respondent will demonstrate their ability to support the District with the development of a DSA approved design that serves as the basis for construction firms to bid upon.

The District's needs are as follows:

- Architect/Engineered design that repurposes existing space and converts it into a functional Baseball / Softball Complex for student and community use.
- Architect/Engineered lighting design to adequately support the needs of the facility.
- Adequate bleacher space to support spectator activity.
- Pavilion space that provides appropriate shade and gathering space for spectators and other stakeholders.
- Americans with Disabilities Act compliant pathways and restrooms to support student and community use.
- Fields should have adequate dugout space, shade cover, scoreboards, and other common resources typical to the sport.

## **Section 2: QUALIFICATIONS**

Firms submitting qualifications must have demonstrated competency, expertise, and/or experience in construction project design review and evaluation, construction mobilization and supervision, bid evaluation, project scheduling, cost-benefit analysis, and general management and administration of a construction project.

- Three or more K-12 or community college references for which your organization provided architect and/or engineering services for the development of sports fields.
- Successful experience in working with the California Division of State Architect (DSA) for project plan approvals.
- Knowledge and understanding of the California Department of Industrial Relations (DIR) requirements for public works.
- Ability to effectively communicate and work collaboratively with the school board, administration, staff, and community.
- List of awards and/or commendations for outstanding sports field projects (if applicable).

### Section 3: SCOPE OF WORK

The district is seeking firms to provide the full suite of professional services required to support the design of a DSA approved plan for our baseball / softball complex. Activities include, but are not limited to:

1. **Inaugural Meeting:** Attend an inaugural meeting (in-person) and tour the project area with District stakeholders;
2. **Planning Research:** Review, synthesize, update, and/or supplement as required to complete PVUSD facilities as built designs;
3. **Site analysis and consultation:** Perform site analyses, including test fits, parking, traffic, zoning, geotechnical, on- and off-site utility and related utilization studies; participate in and coordinate with PVUSD staff, legal counsel, and consultants on an as needed basis to ensure the appropriateness of the District's selected location;
4. **Land use entitlement:** If applicable, participate in the preparation of environmental studies and reports as required under CEQA and related local and state laws and regulations, and coordinate required mitigations with site and building design (Environmental site surveys and hazard documentation, EIR preparation, and site remediation services are not included in scope of services of this RFQ);
5. **Architectural and engineering design services:** Provide architectural, structural, civil, mechanical, electrical, plumbing, security, acoustical, interior design, lighting, data/telecommunications, graphics, and related services which may be required in connection with planning, design and execution of renovation and or new construction projects. Special services may be requested as warranted by specific projects needs, including but not limited to, geotechnical engineering; land surveys; wind engineering; vibration control; life safety/code consulting; audio visual; and physical and electronic security design;
6. **Code analysis:** Conduct and/or participate in building, planning, access, and historical code analyses and reviews for new and existing facilities;
7. **Entitlements and approvals:** Identify, coordinate, and support the acquisition of any required entitlements or approvals by local, state, and federal agencies;
8. **Sustainable Design:** Develop, analyze, and implement programs for sustainable site and building design, including LEED goals and documentation;
9. **Contracting and sourcing:** Provide consultation on and analysis of methods of project delivery methods, such as design/bid/build, design/build, and CM @ Risk; participate in preparation of associated conventional or unique contract documents required for procurement; (Legal services, construction management, and construction services are not included in the scope of services in this RFQ);
10. **Cost analysis and schedule planning:** Provide and/or participate in all aspects of project cost estimating and schedule planning, including construction estimating, life cycle costing, value engineering, critical path and special scheduling;
11. **Design services for furniture, fixtures and equipment:** Provide all services required to properly plan, design, specify and coordinate furniture, fixtures, special finishes and equipment;
12. **Site planning and landscape architecture:** Provide all services required to, design, specify and coordinate site design, including grading, utilities, parking lots, roads, driveways, hardscape, landscape, lighting, and irrigation;

13. **Construction contract administration:** Provide construction administration services, including field observations, submittal review, testing and inspection bid document preparation (testing laboratory or construction inspection services are not part of this RFQ), requisition and procurement of specialized pricing and consideration/negotiation of changes, and project contract completion, including punch list, warranty review, preparation of record drawings and closeout;
14. **Commissioning:** Participation in development of commissioning documents and procedures; specification of commissioning procedures, and participation in commissioning program. (Specialized Commissioning agent services are not part of this RFQ);

#### **Section 4: RFQ PROCESS AND SUBMITTAL REQUIREMENTS**

Responses must be typewritten, tailored to the requirements of this RFQ, and clearly demonstrate the firm's ability to meet the needs of the district. The response shall be no more than 30 pages single sided or 15 pages double sided, inclusive of all attachments, appendices, resumes, and supporting documents. The response must also follow the content structure outlined in section 5, with each subsection tabulated.

Respondents shall deliver three (3), 8 ½" x 11" copies of the Statement of Qualifications in no less than 11 point font, as well as a digital copy on an external thumb drive, no later than Wednesday, April 27, 2022 at 2:00 PM to the following address:

Palo Verde Unified School District  
Attention: Gabriel Camargo  
187 N. 7th Street  
Blythe, CA 92225

Responses received after the date and time specified will not be opened or considered valid. Emailed, faxed, or other electronically submitted responses will not be accepted.

The District intends to use the responses that it receives to assist in the selection a qualified architect and/or engineering firm to develop a DSA approved design for its Baseball / Softball Sports Complex. The District will evaluate each firm based on the information contained in their Statement of Qualifications (SOQ) pursuant to the scoring criteria in section 6.

The District, at its sole discretion, may select one, multiple, or none of the respondents to this request. The district may also request that one or more firms participate in an interview process. The District reserves the right to utilize its own contract template when drafting the Master Agreement.

This RFQ is solely a solicitation for responses. Neither this RFQ, nor any response to this RFQ shall be deemed or construed to: (i) create any contractual relationship between District and any Firm; (ii) create any obligation for District to enter into a contract with any Firm or other party; or (iii) serve as the basis for a claim for reimbursement for costs associated with submittal of any Response.

If the District selects a firm for District's to assist with the design of its Baseball / Softball Sports Complex, the District shall have the right to negotiate any or all of the final terms and conditions of any agreement with the firm and nothing in this RFQ or any response shall be deemed or construed as a limitation of such rights.

## **Section 5: CONTENT OF RESPONSES**

In order for SOQ's to be considered, said SOQ must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is what is important in the SOQ.

### **Submittal Letter** (one page maximum)

Include the SOQ's title and submittal due date, the name, address, and telephone number of the responding firm (or firms if there is a joint venture or association). If the firm is proposing to co-respond with another principal firm, the cover letter must specify the type of services to be provided by each firm and the proposed percentage allocated to that phase or function for the correspondent. The submittal letter will **NOT** be considered part of the thirty (30) page limit.

### **Table of Contents**

Include complete and clear listings of headings and pages to allow easy reference to key information. The table of contents will **NOT** be considered part of the thirty (30) page limit.

#### **I: Firm Information:**

- Legal name and address of Firm, principal place of business, legal form of entity.
- Company History.
- Engagement Model.
- Fee structure and rate table.

#### **II: Project Team:**

- Roles and responsibilities of team members to be dedicated to the district's project, including an organization chart.
- A description of each person in the organization chart's experience as relevant to the District's proposed project.
- List any subcontractors the firm intends to partner with (if any), including a brief description of their services and capabilities and the percent of involvement this subcontractor will have with the project.
- Describe each circumstance in which the Firm ever had a contract terminated for cause or convenience and include the reasons for termination, (if applicable).

### **III: Project Approach**

The intent of the project approach section is to judge the strength of the responding firm's project development process. For each sub-section describe in detail your firm's methodologies and practices. Include the member of the project team identified in "Proposed Firm Team" who will be responsible for completing the task.

- Organization of the inaugural meeting (in-person) with District and other community stakeholders.
- Method for soliciting input from District and stakeholders to develop a DSA approved design with alternative addition and deduction options for the project area.
- Methodology and process for developing the ROM schedule of construction costs.
- Process for presenting the draft project deliverables and for facilitating the discussion as it relates to additional customization options.
- Process for engaging the project stakeholders to finalize a single preferred design concept and materialization of a 3D rendering of the project.

### **IV: Project References:**

- List three K-12, Community College, or Municipal project references, including for each:
  - Location of project(s).
  - Customer name and contact information.
  - Exact role performed by the project team members.
  - Project ROM cost (if applicable).
  - A single image of the final design concepts for references listed above.

### **V: Additional Benefits and Value Added Elements**

- Describe any additional benefits that may result from engagement with your firm and the respondent's added value elements in providing products/services for design projects, (if applicable).



**Section 6: PROPOSAL EVALUATION CRITERIA**

The District will evaluate qualifications based on the scoring criteria outlined in this section. Respondents who are not actively engaged in providing services of the nature proposed in their response to the RFP and/or who cannot clearly demonstrate to the satisfaction of the District their ability to satisfactorily perform the work in accordance with the RFP requirements will not be considered.

The district shall be the sole judge of the qualifications and services to be offered and its decision shall be final. Discussions may be conducted with respondents who submit qualifications determined to be reasonably acceptable of being selected for award.

**Scoring Matrix**

Section	Weight	Respondent's Score
Section I: Firm Information	10	
Section II: Project Team	25	
Section III: Project Approach	20	
Section IV: Project References	25	
Section V: Additional Benefits and Value-Added Elements	20	
Total	100	

**Section 6: SUPPORTING DOCUMENTS- (basketball courts not included in project scope)**



**BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - ENTRY**  
**Palo Verde Valley High School**  
**Blythe, CA**



LANDSCAPE ARCHITECTURE  
 CIVIL ENGINEERING  
 SPORTS PLANNING & DESIGN  
 3065 Main St. Suite 300  
 Fremont, CA 94531  
 Tel: 925.231.2142  
 Fax: 408.983.7290  
[www.earthtopia.com](http://www.earthtopia.com)

Circle: 10, 2021



**BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - ENTRY**  
Palo Verde Valley High School  
Blythe, CA



LANDSCAPE ARCHITECTURE  
CIVIL ENGINEERING  
SPORT PLANNING & DESIGN  
3065 Main St, Suite 300  
Palo Verde, CA 92201  
tel 951.327.3165  
fax 951.985.7390  
www.verdedesign.com



**BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - ENTRY WALKWAY**  
Palo Verde Valley High School  
Blythe, CA



LANDSCAPE ARCHITECTURE  
CIVIL ENGINEERING  
SPORT PLANNING & DESIGN  
3065 Main St, Suite 300  
Livermore, CA 94551  
Tel: 925.221.2162  
Fax: 925.885.7200  
www.verte-design.com



**BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - ENTRY WALKWAY**  
Palo Verde Valley High School  
Blythe, CA



LANDSCAPE ARCHITECTURE  
CIVIL ENGINEERING  
SPORT PLANNING & DESIGN  
3465 Main St, Suite 200  
Oakdale, CA 95351  
Tel: 951.221.1142  
Fax: 408.785.7280  
www.verdedesign.com

October 19, 2021



BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - GATHERING SPACE  
Palo Verde Valley High School  
Blythe, CA



LANDSCAPE ARCHITECTURE  
CIVIL ENGINEERING  
SPORT PLANNING & DESIGN  
3465 Main St, Suite 350  
Oakville, CA 95251  
Tel: 951-221-1142  
Fax: 951-857-289  
www.verdedesign.com

October 16, 2021



**BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - GATHERING SPACE**  
**Palo Verde Valley High School**  
**Blythe, CA**



LANDSCAPE ARCHITECTURE  
 CIVIL ENGINEERING  
 SPORT PLANNING & DESIGN  
 3065 Main St, Suite 350  
 Fremont, CA 94538  
 Tel: 925.321.1142  
 Fax: 925.321.1140  
 www.verdedesign.com

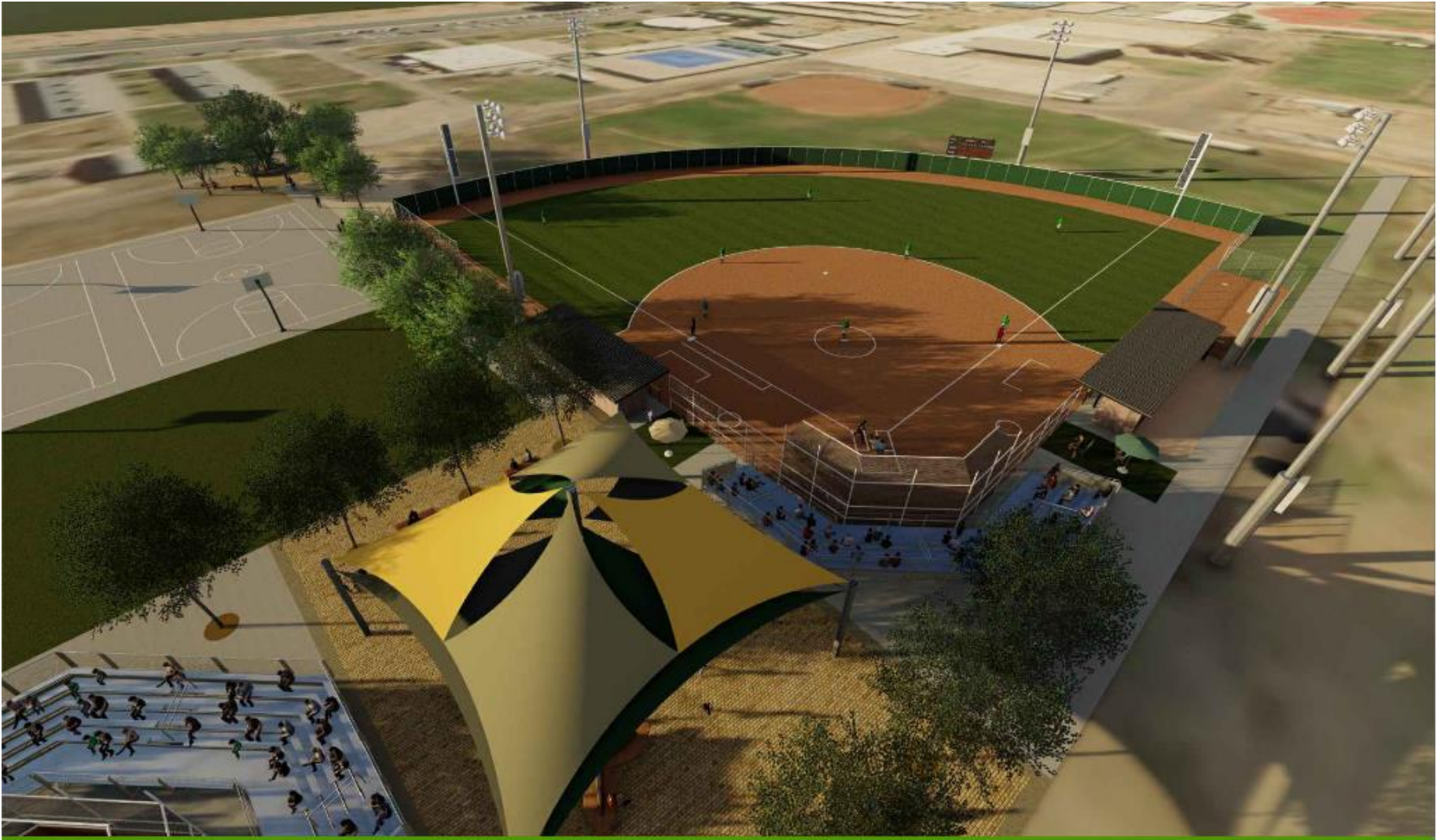




**BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - BASEBALL**  
Palo Verde Valley High School  
Blythe, CA



LANDSCAPE ARCHITECTURE  
CIVIL ENGINEERING  
SPORT PLANNING & DESIGN  
3065 Main St. Suite 300  
Petaluma, CA 94951  
tel: 707.721.1165  
fax: 408.857.2400  
www.verdedesign.com



**BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - SOFTBALL**  
Palo Verde Valley High School  
Blythe, CA



LANDSCAPE ARCHITECTURE  
CIVIL ENGINEERING  
SPORT PLANNING & DESIGN  
3065 Main St, Suite 200  
Palo Verde, CA 95201  
Tel: 951-221-1142  
Fax: 908-982-7200  
www.verdedesign.com



**BASEBALL/SOFTBALL COMPLEX PHASE 1 CONCEPT DESIGN - OVERALL**  
Palo Verde Valley High School  
Blythe, CA



LANDSCAPE ARCHITECTURE  
CIVIL ENGINEERING  
SPORT PLANNING & DESIGN  
3065 Main St, Suite 300  
Livermore, CA 94551  
Tel: 925.221.2162  
Fax: 925.885.7200  
www.verte-design.com

**Section 7: TIMELINE**

The District reserves the right, at its sole discretion and at any time prior to entering into an agreement for a District design project, to alter its anticipated schedule as related to this RFQ or any project.

**Event**

**Anticipated Date**

RFQ Published: Palo Verde Valley Times-	March 30 and April 6, 2022
Deadline for Requests for Information (RFI)-	April 22, 2022 by 12:00 PM
Responses to RFIs Published to <a href="http://www.pvUSD.us">www.pvUSD.us</a> -	April 22, 2022 by 4:00 PM
Responses Due to PVUSD-	April 27, 2022 by 2:00 PM
Bid Opening	April 7, 2022 at 2:30 PM

**Public Notification of award will occur on May 3, 2022 at the regularly scheduled Palo Verde Unified School District Board meeting held at 825 N. Lovekin Blvd., Blythe, CA. The start time of the Board meeting is 6:00 PM.**