

**SOLEDAD-MISSION RECREATION DISTRICT**



**REQUEST FOR QUALIFICATIONS  
FOR THE PROVISION OF  
LIMITED PROFESSIONAL  
ARCHITECTURAL SERVICES**

The SOLEDAD-MISSION RECREATION DISTRICT (“District”) is seeking qualifications from qualified, licensed consultants to provide limited professional architectural services for modernization and other site improvements in the District. Qualifications submitted in response to this Request shall adhere to and include the information set forth in Attachment A.

Consultants selected to perform the services for the project shall develop and prepare conceptual plans in conformance with the project goals as established by the District. The Consultant shall be required to prepare plans in accordance with the preliminary work outlined in Attachment B.

Qualified organizations are invited to submit one (1) electronic copy to the District via email at [buildingcommunity@soledadrec.org](mailto:buildingcommunity@soledadrec.org) and four (4) copies of the firm’s qualifications and proposals no later than 5:00 PM on March 7, 2022 by mail to the following address:

Soledad-Mission Recreation District  
P.O. Box 1650  
Soledad, CA 93960

Qualifications not received by the deadline will be returned unopened. The District reserves the right to redefine or adjust its priorities, and modify the selection process, 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 District to award a contract or to reimburse the firm for costs incurred in submitting this Qualification. Costs of preparing a response to this Request are solely the responsibility of the responding Consultant. The District reserves the right to reject any or all Qualifications received as a result of this request, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this Request for Qualifications. The District reserves the right to work from the pool of established architects to pursue further work associated with this project if needed. Additional detail regarding the District's selection process and selection criteria is set forth in Attachment C.

Any questions concerning this Request may be directed to Frances Bengtson, Executive Director, Soledad-Mission Recreation District; telephone: 831.678.3745; email: [frances@soledadrec.org](mailto:frances@soledadrec.org)

## ATTACHMENT A

### Statement of Qualifications

A Statement of Qualifications shall accompany your proposal.

#### A. COVER LETTER – LETTER OF INTEREST

Must include name of Firm, address, email of the principal contact, telephone number, fax number, year established and name of Principal contact. Letter shall be signed by a representative of the Firm with authority to bind the Firm by contract.

##### 1. ORGANIZATION, CREDENTIALS, BACKGROUND

- a) Provide a brief history of the Firm's credentials and background to perform said work.
- b) Number of years in business
- c) Location of office which will perform the work
- d) List of Basic Services provided by Firm
- e) List of Additional Services provided by Firm

##### 2. RELEVANT EXPERIENCE

List of relevant experience of similar project whereby limited architectural work led to the development of rehabilitated or new project. Provide a list of at least four projects completed in the last five years and identify the following:

- (a) Project Name/Location
- (b) Year Completed/Current Status
- (c) Client Name/Contact Person/Phone Number
- (d) Contractor Name/Contact Person/Phone Number
- (e) Construction Cost
- (f) Change Order Cost

##### 3. PROJECT TEAM

Identify key Team Members assigned to the project and provide their qualifications, experience and responsibility to the project.

Personnel identified for these positions are expected to be involved through the life of the project.

Identify any proposed consultants for this project. Provide consultants qualification experience and scope responsibility.

##### 4. DESIGN SERVICES

- a) Describe scope of services that can be provided throughout the project.

b) The Consultant shall submit a brief statement on how the firm proposes to undertake this assignment. This statement should stipulate why the Consultant feels the firm should be considered to do this project.

## 5. FIRM RESOURCES

### Technical Capabilities

- (a) Experience with government agencies including planning departments at the state, county and local level.
- (b) Experience in meeting schedules and timelines
- (c) Construction administration procedures during construction

## B. FEES

1. Describe the method you propose for charging fees for this work.
2. If reimbursables are applicable, identify how and where these reimbursable expenses will be applied.
3. Provide a schedule of work hours and hourly rates for all jobs classifications associated with this project.

## C. INSURANCE REQUIREMENT

All forms of insurance limits will be \$1,000,000 per occurrence, accident or claim, bodily injury, personally injury, and property damage, and \$2,000,000 annual aggregate. All insurance coverage shall be in effect through the term of the contract. Consultants shall provide proof of insurance coverage in the following forms:

1. General liability policy with a minimum of one million dollars (\$1,000,000) per occurrence.
2. Workers Compensation policy per California requirements shall be carried for all employees and includes any subconsultants or subcontractors.
3. Professional Liability (or Errors and Omissions) insurance \$1,000,000 per claim.
4. Comprehensive Automobile liability insurance in an amount not less than \$1,000,000 combined single limit per occurrence, accident or claim.
5. Soledad-Mission Recreation District, its officers, officials, agents, will be named as additionally insured on Consultant's Comprehensive General Liability insurance certificate. Consultant insurance coverage shall be the primary insurance as respects to the additionally insured. Any insurance maintained by the Soledad-Mission Recreation District shall be in excess of the Consultants insurance and not a contributor.
6. Notification of Cancellation of Insurance: Such certificate shall state that the coverage evidenced thereby may not be canceled or modified without at least thirty (30) days prior written notice to the District. Insurance required under items (1) and (4) should name the District as additional insured;
7. Certificates of Insurance, as required herein above, shall be filed with the District upon execution of Agreement;

**ATTACHMENT B  
PROJECT DESCRIPTION  
AND  
SCOPE OF WORK**

**A. Project Description**

The District is seeking firms to provide the following preliminary design services in Soledad, California:

- 1) Feasibility and planning services for the rehabilitation of recreation facilities including locker rooms, office space, pool area and outdoor area
- 2) Feasibility and planning services for the application of energy efficient systems for district operations
- 3) Feasibility and planning service for the construction of a new pool on existing district property;
- 4) Meeting and coordination services including client, client consultants and government based agencies as needed

The Consultant shall work with the District and its project management team throughout the conceptual design process. The Consultant will also be required to conduct information gathering between the district, the project management team, the site location, vendors, and any other state, county and local agencies. Consultant will incorporate an estimated project cost based on positive feasibility findings for strategic planning purposes.

**B. Conceptual Plan Phase**

The Consultant shall meet with the District as needed to discuss established project goals associated with this preliminary work, determine processes, incorporate recommendation and make necessary revisions or changes to the District's plan.

Selected consultant shall be required to prepare a cost estimate for the project idea associated with this preliminary architectural service agreement.

## ATTACHMENT C

### SELECTION PROCESS

All responses received by the specified deadline will be reviewed by the District for content, completeness, experience and qualifications. A review and selection committee composed of key District officials and consultants may be used to review and evaluate all responses, and if applicable, conduct interviews. Responses 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 process. However, to the extent that the responses are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. However, the District reserves the right to complete the selection process without proceeding to an interview process and may choose to select one or more firms based on the information supplied in the response, including the Statement of Qualifications.

The District reserves the right to select the firm(s), which, in its sole judgment, best meets the needs of the District.

The District will enter into negotiations with the successful Consultant(s) to develop a contract for the project. However, if such negotiations are not successful, the District may negotiate with any other consultant responding to this Request for Qualifications or reject all responses.

### SELECTION CRITERIA

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

- 1) Responsiveness to RFQ (breadth and depth of response)
- 2) Satisfaction of current/prior clients (references)
- 3) Satisfaction with firms experience with cost adherence and energy efficient systems
- 4) Proven experience related to public school project design and construction administration responsibilities
- 5) Proven experience in design of public use facilities
- 6) Ability to communicate with district personnel to incorporate the desired programming into facility design