



WOODVILLE UNION SCHOOL DISTRICT

16541 ROAD 168 | PORTERVILLE, CALIFORNIA

SPECIAL BOARD MEETING AGENDA

October 17, 2018-6:00 P.M. – ROOM 36

1. **CALL TO ORDER** Time: _____ by Board President Diana Ocegüera-Martinez

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

- Fabiola Guerrero.....Present Absent Late
- Miguel Guillen.....Present Absent Late
- Rick LunaPresent Absent Late
- Amanda Medina.....Present Absent Late
- Diana Ocegüera-Martinez..... Present Absent Late

4. **CONSENT AGENDA**

4.1 Approval of Special Board Meeting Agenda dated October 17, 2018

Motion to approve Consent Agenda by: _____ Seconded by: _____

__ Guerrero __ Guillen __ Luna __ Medina __ Ocegüera-Martinez
Motion: Passed _____ Failed _____

5. **PUBLIC COMMENTS**

Members of the public may address the Board on any agenda item or other item of interest within the subject matter jurisdiction of the Board, before or during the governing board’s consideration of the item. The Board is not able to discuss or take action on any item not appearing on the agenda. Pursuant to Board Policy, the Board may limit individual comments to no more than 3 minutes and individual topics to 20 minutes.

Please begin your comments by stating your name.

6. ACTION ITEMS

6.1 Discussion and Possible Approval of Request for Qualifications for Architectural Services. (Enclosure 6.1)

Motion to approve by: _____ Seconded by: _____

__ Guerrero __ Guillen __ Luna __ Medina __ Ocegüera-Martinez

Motion: Passed _____ Failed _____

6.2 Review and Approval of the Comprehensive School Safety Plan for 2018-19.

Motion to approve by: _____ Seconded by: _____

__ Guerrero __ Guillen __ Luna __ Medina __ Ocegüera-Martinez

Motion: Passed _____ Failed _____

7. ADJOURN TO CLOSED SESSION Time: _____ p.m.

It is the intention of this Governing Board to meet in Closed Session concerning:

7.1 Conference with Labor Negotiators (Government Code Section 54957.6)

Agency Designed Representative: Dr. Ken Caves

Employee Organization:

Woodville Teachers Association/CTA/NEA

Return to open session at _____ p.m.

The Board President would report the action taken during closed session.

8. Study Session

8.1 Board Governance Training

Dr. Guadalupe Solis from Tulare County of Education will lead the training.

9. ORGANIZATIONAL BUSINESS

Consideration of any item that the Governing Board wishes to have on the agenda for the next Board meeting.

10. ADJOURN MEETING

Motion to Adjourn by: _____ Seconded by: _____

 Guerrero Guillen Luna Medina Ocegüera-Martinez

Motion: Passed Failed

Members of the public may address the Board during the public comments period, or at the time an item on the agenda is being discussed. A maximum of three (3) minutes will be allotted to each individual wishing to speak with a maximum of fifteen (15) minutes allotted for each agenda item. Board action cannot be taken on any item not appearing on the agenda.

If needed, a written notice should be submitted to the Superintendent requesting disability-related accommodations or modifications, including auxiliary aides and services.

Notice: If documents are distributed to the board members concerning an agenda item within 72 hours of a regular board meeting, at the same time the documents will be made available for public inspection at the District Office located at 16541 Road 168, Porterville, CA.

Los miembros del público pueden dirigirse a la Mesa durante el período de comentarios públicos, o en el momento un punto en el orden del día se está discutiendo. Un máximo de tres (3) minutos será asignado a cada persona que desee hablar con un máximo de quince (15) minutos asignados para cada tema del programa. Medidas de la Junta no se puede tomar en cualquier artículo que no figure en el orden del día.

Si es necesario, un aviso por escrito debe ser presentado al Superintendente solicitando relacionados con la discapacidad adaptaciones o modificaciones, incluyendo asistentes y servicios auxiliares.

Aviso: Si los documentos se distribuyen a los miembros de la junta sobre un tema del programa dentro de las 72 horas de una reunión de la junta regular, al mismo tiempo, los documentos estarán disponibles para inspección pública en la Oficina del Distrito ubicada en 16541 Road 168, Porterville, CA.

Agenda submitted and posted by:

Lou Saephan
Superintendent/Principal



Woodville Elementary School District

16541 Road 168, Porterville, CA 93257
(559) 686-9713 School Office (559) 686-7036 fax

Enclosure 6.1

Lou Saephan, Superintendent/Principal

*Board Members:
Fabiola Guerrero*

*Miguel Guillen, Clerk
Diana Ocegüera Martinez, President*

*Amanda Medina
Rick Luna*

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

RFQ #18.01

Critical Dates

RFP Issuance Date: October 18, 2018
"Question Deadline": Before 2:00 p.m. on November 2, 2018
"Submittal Deadline": Before 2:00 p.m. on November 16, 2018

Contact Person and Submittal Location

Woodville Union School District
"Contact Person": Joe Ramirez, Business Manager
16563 Road 168
Porterville, CA 93257
Phone No.: (559) 686-9712 Email: jramirez@woodville.k12.ca.us

**REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL SERVICES**

The Woodville Union School District (“Owner”) issues this Request for Qualifications for Architectural Services (“RFP”) to request Statements of Qualifications (“SOQ”) from firms that are licensed and qualified to provide to Owner architectural services for state funded projects. Owner may choose multiple firms that respond to this RFP to include in its pool of qualified firms. This pool will be maintained for five years from the date of approval. Owner has currently identified one state funded project for which architectural services are required. This project will be awarded to a firm from the pool. Additional state funded projects as identified by the Owner will be awarded as they are identified from time to time.

This RFP describes the identified project, the required scope of work, the selection process, and the minimum information that must be included in the SOQ and proposal to be included in the pool of qualified firms.

1. SCOPE OF WORK AND PROJECTED TIMELINE.

Architectural services shall include preparation of plans and specifications, assisting Owner with bidding and contract documents, and support during construction of the projects (collectively “Services”). The project for which a selected respondent is to provide the Services is listed below as well as other projects that Owner may undertake from time to time.

Owner intends to undertake the following public works project (“Project”):

Woodville Union School District
16541 Road 168
Porterville, CA 93257
Modernization

Owner anticipates the following timeline for the design of the Project:

Description of Event and Related Requirements	Deadline/Date
1. PREPARATION AND APPROVAL OF PLANS AND SPECIFICATIONS. The selected firm shall complete the plans and specifications and obtain approval of them by all agencies having jurisdiction of the Project, including, if applicable to the Project, the Division of the State Architect, by no later than the date stated to the right.	No later than 02/28/2019

2. REQUIREMENTS APPLICABLE TO PROPOSALS.

2.1 Compliance with RFP Requirements. All proposals to this RFP must be in strict accordance with the requirements of this RFP. Any proposal that is not in accordance with and/or not submitted in accordance with the requirements of this RFP will not be considered and will be returned to the applicable respondent. Owner reserves the rights to waive any irregularity and reject any or all proposals.

- 2.2 Proposal Submission.** Each respondent may submit only one proposal in response to this RFP. Responses to this RFP shall be submitted to and received by Owner in accordance with the Submittal Deadline based on a clock designated by Owner and at the location stated on page 1. Proposals that are not received in accordance with the Submittal Deadline will not be considered and will be returned unopened to the applicable respondent. Owner will not receive any proposal by facsimile, email, or other electronic means.
- 2.3 Cancellation or Modification of RFP.** At any time before Owner awards the contract to the selected respondent and without any liability to any respondent, Owner reserves the right to cancel or modify, in part or in its entirety, this RFP and to modify any of the provisions and/or deadlines stated herein. If Owner cancels or modifies this RFP, Owner will notify all respondents through one or more written addenda.
- 2.4 Withdrawal of Proposal.** A respondent may withdraw its proposal by submitting a written request signed by the respondent's authorized representative. To be effective, the withdrawal must be received by Owner before the Submittal Deadline. After the Submittal Deadline, no respondent may withdraw its proposal for 60 days.
- 2.5 Public Record.** All proposals submitted in response to this RFP become the property of Owner and are public records and, as such, are subject to inspection and production to the public.
- 2.6 Non-Discrimination.** Owner does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, gender, or other legally protected status in consideration of the proposals and the award of the contract.
- 2.7 Costs.** Each respondent is solely responsible for the costs of preparing and submitting proposals in response to this RFP and participating in any interview.
- 2.8 No Commitment to Award Contract.** This RFP does not commit Owner to award the contract or any other contract, defray or reimburse any costs incurred in the preparation of any proposal to this RFP, or procure or contract for any services from any of the respondents.
- 2.9 Disabled Veteran Business Enterprises Participation.** In accordance with the Education Code, Owner has a participation goal for disabled veteran business enterprises of at least 3 percent per year of the overall dollar amount of funds allocated to Owner by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act of 1998. As a condition for final payment under any contract for architectural services, the selected respondent shall provide appropriate documentation to Owner identifying the amount paid to disabled veteran business enterprises in conjunction with the contract, so that Owner can assess its success at meeting this goal.

3. SUBMITTAL FORMAT AND CONTENT

3.1 Statement of Qualifications. Each respondent must submit a Statement of Qualifications ("SOQ") that complies with the following:

- 3.1.1 Be concise, well organized, and demonstrate respondent's qualifications to perform the services required for the Project and future projects.

- 3.1.2 Not exceed 20 pages on 8 1/2" x 11" paper, inclusive of resumes, forms, pictures, and any other documents that may be included.
- 3.1.3 Contain content that is clear, concise, and complete.
- 3.1.4 Be tabbed according to the numbering system stated below to aid in expedient information retrieval.
- 3.1.5 Be based on the scope of work stated in this RFP.
- 3.1.6 Two copies along with a USB flash drive containing an electronic copy in portable document format (pdf) delivered to Owner in accordance with the Submittal Deadline and at the location stated on page 1 of this RFP.
- 3.1.7 Follow the format specified below with tabs listing each section:

COVER PAGE. State this RFP's title, as listed on the first page of this RFP, the Submittal Deadline, and the respondent's full legal name, business address, telephone number, and facsimile number.

TABLE OF CONTENTS. Include a complete and clear listing of headings and pages to allow easy reference to key information.

1. Cover Letter. The cover letter should be brief, one page maximum. Describe how the Services will be accomplished for Owner, identify team members (e.g., joint partners and preferred sub-consultants), and include the title and signature of respondent's contact person for this RFP. If respondent proposes to co-respond with another respondent, the cover letter must specify the type of services to be provided by each respondent and the proposed percentage allocated to each phase or function of the Services. Any changes to the Owner's requested format or deletions of requested materials must be explained in the cover letter. Each signatory shall be a person with official authority to bind the respondent.
2. Qualifications and Experience. Describe respondent's experience in providing architectural services for COE's (County Office of Education) and California public school districts and how the experience, technical and professional skills will meet the goals of this RFP. List the total value of projects the respondent has completed in the last three years. List respondent's experience where respondent performed services similar to the Services required by this RFP, emphasis placed on work for COE's; include for each Project:
 - 2.1 Name, location, and description of the project.
 - 2.2 Dates of contract award and completion of project.
 - 2.3 Name of owner, and name and telephone number of owner's representatives.
 - 2.4 Respondent's team members, sub-contractors, and consultants, describing the exact tasks that each performed.
 - 2.5 Total project cost.

3. Methods and Strategic Plan. Describe in detail respondent's methods and plan for carrying out the Services. Include in this information a detailed description of scheduling based on the timelines and information provided in this RFP. Describe respondent's approach to the Project, including any creative methodology or technology that respondent uses or unique resources that respondent can offer. Include the following:
 - 3.1 Design Process. Please describe the design process that respondent proposes for the Project and provide responses as to how respondent will perform the following:
 - 3.1.1 Ensure that designs are consistent with the Owner's vision.
 - 3.1.2 Coordinate the work by the various sub-consultants.
 - 3.1.3 Provide quality assurance in the plans and specifications.
 - 3.1.4 Ensure that the Project remains within budget.
 - 3.1.5 Secure the various agencies' approvals for the Project, including, where applicable, DSA and experience with OPSC's Hardship program.
 - 3.2 Bidding and Construction Contracts. Owner anticipates the Project will use the design-bid-build project delivery method. Describe the support respondent will provide to Owner related to preparation of bid and contract documents. Describe how respondent will assist Owner in securing qualified bidders and selecting contractors.
 - 3.3 Construction and Occupancy. Describe the desired working relationship in the field with the general contractor and with any school site personnel who may be present when working on an existing school. Please describe respondent's involvement on-site during construction of the Project, for example, frequency of visits and by which of respondent's staff, and communications with Owner and the general contractor regarding anticipated issues.
4. Past Performance Record. If any of the following has occurred relating to any contract on a public works project pursuant to which respondent was required to provide architectural and related services, please describe in detail the circumstances for each occurrence:
 - 4.1 Failure to enter into a contract for any project once selected.
 - 4.2 Withdrawal of a proposal on a project as the result of an error.
 - 4.3 Termination or failure to complete a contract on a project.
 - 4.4 Involvement in litigation, arbitration or mediation on a contract.
 - 4.5 Knowing concealment of any deficiency in the performance of a contract.

- 4.6 Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- 4.7 Violation of applicable rules, laws or regulations relating to a project.
- 5. Organizational Chart. Provide an organizational chart containing the names of all key personnel, joint venture partners, and preferred sub-consultants with titles and their specific task assignment for the Project. Owner's evaluation will consider the entire team. Therefore, no changes in the team's composition will be allowed without Owner's prior written approval. Include preferred sub-consultants in the following areas:
 - 5.1 Structural Engineering
 - 5.2 Mechanical Engineering
 - 5.3 Electrical Engineering
 - 5.4 Civil Engineering
 - 5.5 Landscape Design
- 6. Fees. Please provide a current fee schedule for the Services required for the Project and future projects, including fees for labor and reimbursable expenses.
- 7. Proposal Form. Complete and sign the Proposal Form that is attached to this RFP.

6. EVALUATION CRITERIA AND METHOD

- 6.1 **Criteria.** Owner will evaluate each proposal to this RFP according to the criteria listed below:
 - 6.1.1 Demonstrated competence and professional qualifications necessary for the satisfactory performance of the Services required for the Project and future projects.
 - 6.1.2 Specialized experience and technical competence of the respondent (including principal firms, joint venture-partners, and sub-consultants) considering the types of Services required; the complexity of the project; record of performance; and the strength of the key personnel who will be dedicated to the Project and future projects.
 - 6.1.3 Fees for the Services required for the Project are fair and reasonable prices. Owner reserves the right to award the contract for the Project to the respondent other than the respondent that submits the lowest prices.
 - 6.1.4 Conformance to the requirements in this RFP.
 - 6.1.5 Organization, presentation, and content of the proposal.
 - 6.1.6 Proposed methods and overall strategic plan to accomplish the Services

in accordance with the timeline and requirements stated in this RFP.

6.1.7 Knowledge and understanding of the local environment and a local presence for interfacing with the Owner.

6.1.8 Organizational and financial stability of the respondent and/or a consultant team.

6.2 Method. A selection committee formed by the Owner (“**Owner Selection Committee**”) will review the proposals and recommend one or more respondents to which to add to the pool of qualified firms. Project contracts will be awarded to respondents selected to be in the pool of qualified firms. Any Owner employee who has a relationship with any respondent that would subject the employee to the prohibition of Government Code section 87100 shall not participate in the selection process. Any practices that might result in unlawful activity, including, but not limited to, rebates, kickbacks, or other unlawful consideration are prohibited.

6.3 Review of Proposals, Interview, and Contract Negotiation and Award.

6.3.1 **REVIEW OF PROPOSALS.** After receiving proposals, Owner will review all proposals that have been submitted to and received by Owner in accordance with the Submittal Deadline at the Submittal Location.

6.3.2 **INTERVIEWS.** Owner may conduct one or more interviews. If Owner decides to conduct any interview, Owner will notify each respondent that has been selected to participate in an interview.

6.3.3 **CONTRACT NEGOTIATION AND AWARD.** Upon selection to be included in the pool of qualified firms and selected as the best qualified firm for a specific project, Owner will commence negotiation with such respondent. Owner will negotiate the contract with the best qualified respondent, as determined by Owner, at compensation that Owner determines is fair and reasonable to Owner. If Owner is unable to negotiate a satisfactory contract with the respondent that Owner considers to be the most qualified at a price Owner determines to be fair and reasonable to Owner, Owner may terminate negotiation with that respondent. Owner may then undertake negotiation with the second most qualified respondent, as determined by Owner. If the negotiation fails with the second most qualified respondent, Owner may undertake negotiation with the third most qualified firm. If Owner is unable to negotiate a satisfactory contract with any of the selected respondents, Owner may select additional respondents, if any, in order of their competence and continue negotiations until a contract is reached.

The contract will be the Architectural Services Agreement that is included in this RFP as Exhibit A subject to any modifications agreed to by the selected respondent and Owner.

6.4 Additional Information and Documentation. Throughout the RFP and contract negotiation process, Owner reserves the right to request clarifications or additional documents or information from any or all respondents in order for Owner to properly consider and select the successful respondent(s). Unless stated

otherwise in Owner's request, each respondent, who is asked to provide clarifications or additional documents or information, shall provide such clarifications or additional documents or information to Owner within 48 hours of Owner's request. If a respondent fails or refuses to provide the requested clarifications or additional documents or information, Owner, without any notice to such respondent, may refuse to review and consider such respondent's proposal to this RFP.

7. QUESTIONS AND OWNER CONTACT

Owner looks forward to receiving proposals to this RFP. If any potential respondents have any questions regarding the Project or this RFP, the respondent must submit them in writing and by email to the Contact Person listed on page 1 of this RFP. Owner will respond to the questions by issuing one or more addenda to all entities that Owner knows have received this RFP. Owner is bound only by responses that are in a written addendum. Any addenda issued by Owner shall constitute and become a part of this RFP.

All potential respondents are requested not to contact members of the Owner's Board of Trustees or Owner administration in connection with the Project, this RFP, or the selection process. Any respondent who violates this request will be disqualified from being considered for award of the contract/contracts to provide Services on the Projects.

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PROPOSAL FORM
ARCHITECTURAL SERVICES

Respondent's Legal Name: _____

Address: _____

Contact Person Name: _____ Title: _____

Phone No.: (____) _____ FAX No.: (____) _____

Email: _____

Dear Woodville Union School District(“**Owner**”):

The above-listed Respondent understands and agrees that: (1) this Proposal Form must be completed and submitted to Owner in accordance with the instructions contained herein and in the RFP; and (2) when requested by Owner, Respondent shall furnish evidence satisfactory to Owner of the authority of each person executing below on Respondent's behalf. If Respondent is a *partnership*, this Proposal Form must be signed in the partnership's name and by a general partner authorized to bind the partnership, with the name and title of the person signing typed or printed below the signature. If Respondent is a *corporation*, this Proposal Form must be signed in the corporation's legal name and by the chairman of the board, president or any vice president, *and* by the secretary, assistant secretary, the chief financial officer or assistant treasurer, with the name and title of each person signing typed or printed below the signature.

OFFER TO ENTER INTO CONTRACT

Respondent hereby proposes to enter into the Agreement for Architectural Services (“**Agreement**”) with Owner and to furnish the Services required therein.

RESPONDENT STIPULATIONS

Respondent understands and agrees as follows:

1. Respondent designates the contact person and address listed above as Respondent's office to which Owner may communicate with Respondent.
2. Respondent has carefully examined the RFP, and all documents describing the scope and requirements for the Project.
3. Respondent checked carefully all information and amounts stated in this Proposal Form and other documents submitted in response to the RFP. Respondent understands that Owner will not be responsible for any errors or omissions of Respondent in completing this Proposal Form or any other documents.
4. If Owner selects Respondent as the successful respondent, the following shall apply: (A) Respondent shall cooperate in good faith with Owner to agree upon and finalize the

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Agreement; (B) within five business days of the date on which the Agreement is finalized, Respondent shall execute the Agreement and deliver all documents required by the Agreement to Owner; (C) if Respondent fails to so execute the Agreement and deliver the required documents, Owner, in addition to any remedy that Owner has or may have against Respondent, may negotiate with and award the Agreement to another respondent without any liability or notice to Respondent.

Each person executing below declares under penalty of perjury under the laws of the State of California and executes on behalf of the above-named Respondent that the representations made in this Proposal Form, the Statement of Qualifications, and all other documents submitted in response to the RFP are true and correct and that he/she is duly authorized to execute this Proposal Form on behalf of and to bind Respondent.

Signature: _____

Dated: _____

Print Name: _____

Title: _____

Signature: _____

Dated: _____

Print Name: _____

Title: _____

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