

## **Request for Statements of Qualifications for Architectural Services Acton-Agua Dulce Unified School District**

The Governing Board (the “Board”) of the Acton-Agua Dulce Unified School District (“District”) requests Statements of Qualifications (“Statement”) from architectural firms for various upcoming District projects, including multiple modernization projects. If your firm is interested in being considered, please complete and submit three (3) copies of your firm's Statement.

The Statement should be clear, concise, complete, well organized, and demonstrate respondent’s ability to follow instructions. All respondents are requested to follow the order and format specified below. The Statement should be submitted to:

Khai Nguyen  
Assistant Superintendent of Business Services  
Acton-Agua Dulce Unified School District  
32248 Crown Valley Rd.  
Acton, CA 93510

The District must receive your firm's Statement no later than 5:00 p.m. on June 24, 2025.

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

- **Cover Letter:** A cover letter signed by an authorized officer of the firm submitting the Statement, or signed by another person with authority to act on behalf of and bind the firm. The cover letter shall include the name, address, fax number, and the telephone number of responding firm (or firms if there is a joint venture or association). The cover letter should also identify the proposed lead architect for the District’s projects.
- **Mandatory Qualifications:** Respondents must hold an architect’s license which is current, valid and in good standing with the California Architects Board. Provide the following information for each license:
  - Name of license holder exactly as on file
  - License No. and Date Issued
  - Expiration Date
  - Whether license has been suspended or revoked in the past 5 years. If so, explain.
- **Organization, Credentials, and General Background:** Please provide a brief history of your organization, including the number of years the organization has been in business, the location of the office that will perform the work required by this request, and a list of basic services provided by your organization.
- **School Facilities Planning and Design Experience:** Describe the experiences/background of your organization in providing planning and design services for public school facilities, including a list of projects performed over the last 5 years listing start and finish dates, project cost, contractor, owner, and owner contact information.
- **Past Performance Record:** If any of the following has occurred, please describe in detail the circumstances for each occurrence:

- Failure to enter into a contract once selected/awarded.
- Withdrawal of a proposal as a result of an error.
- Termination or failure to complete a contract.
- Debarment by any municipal, county, state, federal or local agency.
- Involvement in litigation, arbitration or mediation.
- Conviction of the firm or its principals for violating any federal or state law related to architecture practice or contract performance.
- Knowing concealment of any deficiency in the performance of a prior contract.
- Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- Willful disregard for applicable rules, laws or regulations.
- Information regarding any of the above may be deemed to indicate an unsatisfactory record of performance.
- **Client Satisfaction/References:** Provide a list of at least five educational client references for which your organization has performed planning and design services similar to those required by this Request for Qualifications. References must include:
  - Name, address, telephone number, and a contact person of the project owner.
  - Name, address, telephone number and a contact person for the contractor(s) working on the project(s).
  - Describe the project(s) on which your organization provided services, including costs.
- **Insurance:** Attach a letter from your insurance company indicating your firm's ability to provide insurance, including Commercial General Liability Insurance, Automobile Liability Insurance, Workers' Compensation and Employer's Liability Insurance, and Errors and Omissions Insurance.
- **Fee Schedule:** Provide your proposed fee schedule for both new construction and modernization projects.

Statements will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing responding architects 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.

Selection shall be based upon demonstrated competence, on the professional qualifications necessary for the satisfactory performance of the services required, fair and reasonable prices and all applicable laws. The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

Should the District be unable to negotiate a satisfactory contract with one or more of the proposing entities, the District is under no obligation to enter an agreement with any of the entities. The District reserves the right to award a contract to the entity the District deems most suitable to undertake upcoming projects based on many factors, including demonstrated competence, qualifications, and fair and reasonable price.

**The contract between the District and the chosen architect shall include the following provision:**

**The Architect shall defend, indemnify, and hold harmless the District, the Governing Board of the District, each member of the Board, and its officers, agents and employees against the payment of any and all costs and expenses, including but not limited to attorney's fees and litigation costs, claims, suits and liability resulting from, arising out of, or in any way connected with any negligent or wrongful acts or omissions of the Architect, the Architect's officers, employees, or consultants in performing or failing to perform any work, services, or functions provided for, referred to, or in any way connected with any work, services, or functions to be performed under this Agreement.**

Costs of preparing a Statement are solely the responsibility of the responding architect. This request does not commit the District to award a contract, to defray any costs incurred in the preparation of a Statement pursuant to the request, or to procure or contract for work. The District reserves the right to waive any irregularities in the Statements received pursuant to this request, or in the process outlined herein for selection of an architect. The District also reserves the right to cancel or revise this request in part or in its entirety.

If you have any questions, please direct them to Khai Nguyen, Assistant Superintendent of Business Services, at (661) 269-0750.