



# SAN MATEO-FOSTER CITY SCHOOL DISTRICT

January 8, 2021

To: SMFCSD's Architect Pool  
From: Patrick Gaffney, Chief Business Official  
Subj: Measure T Implementation Plans and An Invitation for Consideration for Architectural Services for Multipurpose Rooms

Congratulations on being qualified for the District's new Architect Pool for Measure T and other related facilities projects that will require architectural services as the District begins implementation of the Immediate Priorities in the SMFCSD's Facilities Master Plan for the New Decade. The Master Plan includes a range of projects including new facilities such as Multipurpose Rooms and relocatables, several safety measures such as the addition of air conditioning and solar panel systems, and basic renovation and infrastructure work, all of which will require planning in conjunction with District staff. Some similar projects may be bundled together or be done individually based on the unique needs of the school or other District site.

The District in selecting the Architect Pool reserved the right to contract directly with one Firm for a particular service or project or to consider several Firms which meet additional qualifications which will vary dependent, for example, on the type of project, projected cost, and the District's view of the needed experience.

The purpose of this communication is to advise you of the District's intent to select architects for the Multipurpose Rooms planned for four elementary school sites—Highlands, LEAD, Meadow Heights, and Parkside Montessori Schools. The process will be open to any architectural Firm in the District's Architect Pool which meets the following minimum criteria:

1. The Firm Office's provision of architectural services for at least three Multipurpose Room projects with a construction project cost for each of at least \$6 million within the last 10 years.
2. The Firm's Proposed Team for the project including lead architect, the latter who have designed and overseen the construction of at least two Multipurpose Rooms or similar buildings in the last 6 years.
3. The Firm's reaffirmation of the requirements of the Firm's original submission for the Architectural Pool.
4. The availability of the Firm's Proposed Team to commence the input and design process in early spring 2021.

If your Firm meets all of these Criteria and is interested in being considered, the District has established the following process:

Submission of a letter and accompanying documentation for the four (4) criteria above by no later than 4:00pm on January 29, 2021. Submissions shall consist of 5 written, bound copies and a thumb drive and should not exceed 12 pages including supporting documentation. The submission shall include:

1. the proposed Project Team including sub consultants with roles identified along with school experience and involvement in designing multipurpose rooms and its ability to meet Criterion 4,
2. a description of how the Firm meets Criterion 1 with a chart including the name of the School District and the school where each MPR project was completed, the final cost of the project, and contact information for the school district representative most familiar with the Firm's work on the project.



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3. a more detailed description in chart form of how the Firm meets Criterion 2 including the following information for two of the specific projects:
  - a. the name of the school and District,
  - b. a short description and the square footage of the project,
  - c. date for award of contract for architectural services, date of submission to DSA, and date of final DSA approval,
  - d. the amount of last independent cost estimate done and at what stage in the design process,
  - e. the name of the contractor awarded the bid and the bid amount,
  - f. percentage of change orders
  - g. any litigation regarding the project
  - h. contact information for the school district's representative and the general contractor's representative who are most knowledgeable about your Firm's performance and the percentage of change orders.

NOTE: You are welcome to include any explanatory notes on the chart that would be helpful to the District in understanding your responses.
4. The reaffirmation of what was in the Firm's prequalification proposal noting any substantive changes since then. (Criterion 3)

The submission should be labelled "RFP Multipurpose Rooms" and addressed to:

Patrick Gaffney, Chief Business Official  
San Mateo-Foster City School District  
1170 Chess Drive  
Foster City, CA 94404

The District has identified the week of February 15 for any interviews and/or follow up that will be needed to assist it in making its decision. You will be notified by February 8 if an interview is needed. The interviews will be via Zoom and will begin with a brief presentation by one or more of your proposed Team's leads, not exceeding 10 minutes, highlighting two of your Firm's projects. One project should be one of your proposed Team's (or lead's) signature projects and the other project should be where your proposed Team (or Team lead) encountered challenges and how they were addressed. All presentations should be in power point which the Team will be expected to share on the Zoom call. The Team's main point of contact with the District is expected to participate in the presentation. The presentation will be followed by a question and answer period from the District's Team and an opportunity for the architect's team to ask questions also.

Questions regarding this memorandum, submission and/or interview should be submitted in writing only via email to [measuret@smfcsd.net](mailto:measuret@smfcsd.net) by 12 noon on January 15, 2021. Responses to questions will be posted on the District's website (<http://www.smfcsd.net/en/partnering-with-smfcsd/current-invitations-for-bids.html>) by 5pm on January 19, 2021.