

**MOUNTAIN EMPIRE UNIFIED  
SCHOOL DISTRICT**



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**ARCHITECTURAL SERVICES**  
**MOUNTAIN EMPIRE HIGH SCHOOL**  
**MODERNIZATION/RECONSTRUCTION**  
**Reference #2223-2001**

**Issued: October 12, 2022**

**Due: November 9, 2022 at 4:00PM**

Prepared in consultation with:



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## I. Introduction

The Mountain Empire Unified School District (“District”) is issuing this Request for Proposal (“RFP”) to Architectural Firms to provide Architectural Services for the modernization/reconstruction of **Mountain Empire High School**.

The Scope of Work under this RFP for the above-mentioned project is described in Appendix A. This document is being issued to provide clarification to the scope of services and detail the minimum information that must be included in the proposal responses.

## II. Critical Dates

The following represents tentative dates for the Architectural Procurement/Selection Process

Action	Date
Release of Request for Request for Proposal(s) Posted and Emailed	Wednesday, October 12, 2022
Last Day to Submit Questions for Clarification must be received at or before 4:00 PM	Wednesday, October 31, 2022
Addenda Clarifications Issued by District available at the following: <a href="https://www.meusd.org/index.html">https://www.meusd.org/index.html</a>	Wednesday, November 2, 2022
Deadline for Receipt of Responses must be received at or before 4:00 PM	Wednesday, November 9, 2022
Screening/Evaluation, tentatively via Teams	Tuesday, November 15, 2022
Notify Finalists of Interviews, if needed, tentatively	Monday, November 17, 2022
Interview of Finalists, if needed, tentatively, In-Person	Week of November 28, 2022
Issuance of Letters of Intent	Monday, December 5, 2022
Board Items due to District	Monday, December 5, 2022
Consideration by Governing Board of to authorize the establishment of a pool of Architectural Firms	Tuesday, December 13, 2022
Execute Master Agreement and Commence Work	Wednesday, December 19, 2022

## II. Submittal Format and Content

The Response to this RFP should be clear, concise, complete, and demonstrate Respondent’s qualifications. It should be formatted on 8 1/2” x 11” paper, inclusive of resumes, forms, and pictures and delivered to:

### 1. Method of delivery:

- i. **Send RFP submittal package via USPS, FedEx, UPS, or other means of delivery with tracking**
- ii. *Responses sent by Email or Facsimile (FAX) will not be accepted.*
- iii.

### 2. Delivery Address:

**MOUNTAIN EMPIRE Unified School District  
3291 Buckman Springs Road  
Pine Valley, CA 91962  
ATTN: Business Services  
Gary Hobelman, Assistant Superintendent of Business  
RFP-Architect Services – Reference No. 2223-2001  
No later than 4:00 PM on November 9, 2022**

All proposals shall include the following, in the order listed below:

### A. Cover Letter:

The cover letter should be brief (two page maximum). Describe how the Scope of Work for the Architectural Services will be accomplished for the District, provide a brief description of the firm's experience with the Scope of Work and include the title and signature of the firm's contact person for this procurement.

**B. Identification of Team Members and Consultants for the Project:**

Identify the firm's key personnel for the projects, their relationship in the organization, their role, a resume of qualifications and related experience in the modernization and new construction of educational facility projects.

**C. Consulting Engineers:**

List the structural, electrical, mechanical, civil, and/or other consultants proposed for this project. Include work history with the respondent firm as well as a resume of qualifications of key personnel including related experience in the modernization and new construction of educational facility projects.

**D. Relevant Projects:**

This section shall contain a description of the Respondent's experience in providing Architectural Services on projects of similar scope and dollar value within the last five (5) years. The respondent may list as few projects as they feel are applicable but should not exceed five relevant projects. For each project, the following minimum information should be included:

- Project name
- Contracting Method (e.g. single prime bid, lease-leaseback, etc.)
- Project Duration Including from Contract Award through Design and anticipated Construction Dates
- Name(s) and telephone number(s) of the owner's representative
- The firm's team members, sub-contractors, and consultants, describing the exact tasks that each firm performed
- Total project cost
- Project relevancy and significant challenges and achievements

**E. Brief Project Approach:**

Each firm is encouraged to provide additional information that is pertinent to the Request for Proposals in regards to their approach to Architectural Services for each project. The District is specifically interested in each firm's approach to working with the District and its stakeholders during the Planning and Preliminary Design Process, the utilization of Building Information Modeling as both a design and visual tool, and the firm's approach to cost control, management, and estimating during the design process.

**F. Fee:**

Provide a total fee to perform services identified in the Architectural Services Agreement based on the following Construction Costs for each Project.

Mountain Empire High School Modernization/Reconstruction - \$30 Million Dollars (est)

In addition to any site or coordination meetings required to perform services as described in the Architectural Services Agreement, the Architect shall also be required to attend five (5) Core

Group Planning Meetings, five (5) Design Partner Meetings, and (4) Board of Education Meetings.

The payment for said services shall be as described in the Architectural Services Agreement.

**G. Timeline:**

Provide a proposed timeline for the delivery of all Architectural Services, including any key deliverables and/or actions required from the District in order to meet the following projected dates.

Anticipated Design Timeline		
Events/Meetings/Deliverables	Duration	Estimated Completion Date
Project Award	1 Day	
Contract Negotiation/Execution	5 Days	
Planning/Conceptual Phase		
Schematic Phase		
Design Development Phase		
Construction Document Phase		
DSA Submittal		
DSA Review / Approval		
Contractor Procurement		
Construction Duration (Skyline)		

**III. Evaluation Criteria**

A review and selection committee will review and evaluate the proposals received. The Firm(s) will be selected based on qualifications and demonstrated competence as it relates to each specific project. A “best value” method of selection will be utilized for which “best value” may include but is not limited to the following selection criteria:

- Conformance to the RFP Format;
- Fixed compensation amount for the Services;
- Relevant project experience and success;
- Experience of both the firm’s individuals and key consultants;
- Approach to the project and knowledge of elementary school design and construction;
- Ability to meet anticipated timelines and deliverables.

**IV. Method of Selection**

The District may, at its discretion, conduct interviews and/or follow-up questions with Firm(s) that are responsive to this RFP. The District may negotiate with the best-qualified consultant for the work at compensation that the District determines is fair and reasonable. If the District and Architect are unable to negotiate a satisfactory contract, the District may elect to terminate negotiation and begin negotiations with the next most qualified.

## Appendix A

### Campus Description:

The campus is located at 3305 Buckman Springs Road, Pine Valley, California 91962 and is within the Mountain Empire Unified School District. The initial improvements on the site date from 1976. Subsequent additions and renovations have occurred since the original building construction. Located at an elevation of 3,136 feet above sea level, the campus is subject to a higher extreme of climate variations. The site serves as the school district's combined high school campus, middle school campus, district offices, and maintenance and operations center and is comprised of classrooms, administration offices, gymnasium, locker rooms, weight and exercise room, food service facility, welding shop, wood shop, portable classrooms, sports field and bleachers, outdoor play yards, and maintenance facilities. It comprises approximately 75,091 gross square feet. There are nineteen structures on the campus.

### Campus Layout:



**High School Project Scope:**

Due to the condition of the buildings, reconstruction is proposed and the District is applying for Facilities and Financial Hardship funding for the project. As the campus has multiple functions, the project may require a master plan of the campus including, but not limited to, site reconfiguration, drainage, utility and infrastructure modifications/replacement, HVAC, Fire Life Safety, ADA, and all aspects of a comprehensive high school.

Modernization/Reconstruction of the following portions of the campus:

<b>SQUARE FOOTAGE TABULATION</b>		
Building Designation	Function	Square Feet
Building A		
	Administration	3,100
	Classrooms	13,500
	Library / Media Center	3,470
	Core Restrooms	830
	Circulation / Custodial / Storage	5,508
Building B		
	Gymnasium / Multi-Use	12,105
	Locker Rooms	3,175
	Food Service	1,300
	Classrooms – Shop / Arts	6,330
	Staff Lounge	315
	Circulation / Custodial	1,798
Wresting & Weights Building		
	Wresting / Weight Room	1,440
	Equipment Storage	320
	Restrooms	400

**Buildings A & B:**

Buildings A and B were DSA approved in May of 1976. Paderewski-Dean & Associates was the Architect of Record and Atkinson, Johnson, Spurrier, Inc. was the Structural Engineer of Record.

Building A is a one-story wood framed structure consisting of 3/4" T&G plywood sheathing over glulam beams at 4'-0" on center supported by glulam girders and tube steel columns. The foundations are shallow spread and pad footings and 4" slab-on-grade.

Building B is of similar construction to building A with the exception of the gymnasium roof framing which is glulam beams supported by tapered steel girders that span the width of the gym and are supported by built-up rectangular steel columns.

The lateral system for both buildings consist of 3/8-inch-thick plywood shear panels applied to most of the exterior walls and some interior walls.

The flat roof areas of both buildings are gravel topped built-up roofing with asphalt shingles at the sloped roof areas.

The buildings are connected by a covered walkway which is seismically separated from each building by a 2 1/2" seismic gap.

Both buildings have an aggregate faced plywood finish on the exterior walls. The current state of this finish was one of the main reasons for the request of this assessment and some destructive investigation was performed by the district previously and reviewed on site as a part of this assessment.

### **Wrestling and Weights Building:**

The wrestling and weights building was DSA approved in November or 1985. Arthur D. Decker & Associates was the Architect of Record and Robert C. Byrum & Associates was the Structural Engineer of Record.

The building is a one-story wood framed structure with a framed floor and concrete stem-wall and isolated footing foundation system. The building consists of modular construction similar to the pre- approved DSA portable structures that also exist on the site but this particular one appears to be designed specifically for this site only.

There are a total of six modules each 10 feet wide and 36 feet long that make up the building. The modules are bolted together and supported on isolated pad footings spaced 12 feet on center. The roof consists of 1/2" plywood over pre-manufactured I-joists. The framed floor consists of 1 1/8" plywood sheathing over steel Z section joists and steel channel perimeter members bolted to the concrete stem- wall foundation.

The lateral system consists of 3/8-inch-thick plywood shear panels applied to most of the exterior walls and two interior walls between modules.