



# California Heritage YouthBuild Academy

8544 Airport Road. Redding, CA 96002. (530) 378-5254

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## REQUEST FOR PROPOSAL/QUALIFICATIONS

For Selection of Architectural Services

**PROPOSALS DUE: October 6, 2023 at 5pm**

The California Heritage YouthBuild Academy  
is requesting proposals from qualified architectural firms  
which comply with all requirements set forth by the Office of Public School Construction (OPSC).

### Project Scope:

**Estimated State Funding \$40,000,000**

**Preliminary Apportionment Number: 54/70136-02-001**

**DSA and CDE Approval by March 29, 2024**

**New Construction of Ten Classrooms  
and One Special Education Classroom  
and various other features**

**of a 'Career Technical Education' and 'Community School' High School Charter.**

**No later than 5 pm, October 6, 2023**

**Interested firms will be required to provide:**

- 1. History and background of new and modernization projects in public school construction.**
- 2. History and background of working with the State Department of Education, OPSC, DSA and other agencies or partners on school projects.**
- 3. Architect's Qualification Information**

### **I. GENERAL INFORMATION**

California Heritage Youth Build Academy (CHYBA) is proposing to construct a new campus and implement the Community School Model in association with a team of long-standing community partners on a site footprint adjoining the Hill Country Health and Wellness new Center of Hope. With this new campus, CHYBA is projecting to increase its enrollment, improve its attendance and expand and enhance its capacity to serve a larger, more diverse student body, which will be comprised of students who were not able to find success in achieving their educational goals at more traditional high schools and/or who want a smaller, more personalized Career Technical Education (CTE) focused high school learning opportunity.

CHYBA: 8544 Airport Rd, Redding, CA 96002

530-378-5254  
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CHYBA is a non-profit direct-funded Charter School currently located on Airport Road in Redding. During their 11-year history, CHYBA has received the WASC Accreditation team's highest recommendation. They were also awarded the "Non-Profit of the Year" in Shasta County and YouthBuild USA's "Innovator of the Year" awards. CHYBA's mission focuses on providing comprehensive whole-child educational opportunities in an innovative setting for high school students. The new school facility is proposed to be built on currently undeveloped property that is directly across the street from the new campus for Hill Country Health & Wellness and a new development of 104 affordable housing units.

At full build out, the new campus will feature 10 General Education Classrooms and 1 "Non-Severe" Special Education Classroom, in addition to outdoor classroom areas, CTE activity areas, and other features that will provide CHYBA's families the true "Community School" model. This larger, more centralized location for CHYBA will also provide full access to comprehensive support services. A two-phase project may be necessary to meet the pressing needs for site usage. At least 51% of the total project will have to be completed in Phase 1 according to OPSC regulations, if a two-phase project plan is adopted.

California Heritage YouthBuild Academy is requesting Statements of Qualifications (SOQs) and proposals from qualified firms for professional architectural services related to the planning and design of this project. The selected architect shall be responsible for providing architectural, design, and engineering services for the project. The architect's basic services include structural, mechanical, electrical engineering, and civil engineering services. Responsibilities include, but are not limited to, production of a complete and accurate set of construction documents, review of the agreement between the District and contractor, assistance in obtaining required approvals, utility review, planning surveys, coordination meetings, drawing revisions, programmatic changes, cost estimates including any required by the State Allocation Board/Office of Public School Construction, interior design, material consistency, public presentations, user group meetings, geotechnical investigations, topographical surveys, environmental services, preparation and submittal of California Geological Survey application, creation of educational specifications, and legal compliance, all as required. Basic duties shall also include the preparation of bid documents and the administration of the project(s), including review of submittals, change order requests, requests for information, progress payment requests, and observation of construction.

Each Architectural Firm shall submit an original Statement of Qualifications and RFP. SOQ/RFP shall be submitted to Cathy Taylor, Executive Director, California Heritage YouthBuild Academy, 8544 Airport Rd, Redding, CA 96002, no later than October 6, 2023. SOQ/RFPs received later than the aforementioned date and time will not be considered. SOQ/RFPs shall be signed by an authorized individual or officer of the firm submitting the qualifications. SOQ/RFPs may be submitted by email to: [ctaylor@chybacherter.com](mailto:ctaylor@chybacherter.com), hand delivered, or mailed.



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In order to control information disseminated regarding this RFP/Q, Architects interested in submitting qualifications are directed not to make personal contact with members of the Governing Board and District Administration or California Heritage YouthBuild Academy employees.

CHYBA reserves the right to accept or reject any or all statements of qualifications and to negotiate with any or all responsible applicants. Applicants shall be responsible for all expenses that they may incur in preparing their proposals.



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## II. FIRM BACKGROUND INFORMATION

The Applicant should provide information regarding the size, location and nature of work performed, years in business and approach that will be used in meeting the needs of CHYBA.

The Applicant should provide information regarding their firm's experience in programming, planning, and providing "field" services for the new construction of educational facilities.

The Applicant should identify all personnel and provide a brief resume including pertinent experience of personnel who will be participating in CHYBA projects as previously outlined. The architectural firm's personnel must be licensed to provide architectural services in the State of California.

The Applicant shall list only the consulting engineering firms you plan to use on the project. Include a brief resume of key personnel from each consulting firm who will be working with CHYBA.

CHYBA has secured new construction funding through the Charter School Facilities Program (CSFP) which provides facility funding to charter schools. CHYBA has been found financially sound to receive 50% of the cost of this project as a grant and 50% as a loan under the CSFP. One of the responsibilities of the Architect will be to assist CHYBA, to the extent necessary, to meet all State requirements to receive State funding, which would include the Department of State Architect approval, California Department of Education plan approval, and the Office of Public School Construction/State Allocation Board cost estimates and funding approval.

The Applicant needs to identify all public school construction projects relevant to this project completed in the past ten (10) years and list whether the projects were State funded, including the type and amount of State funds received.

Each Applicant shall describe the method proposed for charging fees. Firms are encouraged but not required to be creative in their fee proposal by submitting a proposal that does not necessarily mirror the former fee schedule used by the Office of Public School Construction prior to the adoption of SB50 in 1998 (the old Lease Purchase Program fee schedule). A fixed fee or not-to-exceed fee may be negotiated with the successful Proposer, should they be selected to perform the work. Identify if your proposed fees will be a fixed fee, based on time and material, percentage of construction, fixed fee based on available monies as opposed to a construction amount that may increase over time, or some combination of these structures. Indicate what is included in reimbursable expenses, if any.

Each Applicant is encouraged to provide any additional information or description of resources the firm feels is pertinent to this Request for Proposal/Qualifications. Upon review of the Applicant's Statement of Qualifications, the California Heritage YouthBuild Academy may then select certain firms for an oral interview and presentation.



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### III. SUBMITTAL FORMAT

The successful Architectural Firm shall demonstrate an ability to work in coordination and communicate effectively with a variety of planning groups and decision-makers; i.e., CHYBA's Board of Education, Executive Director, site administration and staff, school site committees, members of the community, the program manager and other technical advisors and consultants.

The successful Architectural Firm shall demonstrate the ability to work cooperatively with CHYBA's school facility consulting firm, Hancock Park & DeLong Inc. This consulting firm will coordinate services with the California Department of Education (CDE) and the Office of Public School Construction (OPSC) to obtain CDE plan approval and the final determination of the State grant. CHYBA's SAB/OPSC eligibility and funding consultant will complete this scope of work for the project and it will not need to be included in the architect's scope of work and fee structure.

Architectural submittals should address the following:

#### ***Cover Letter/Letter of Interest***

Please provide a brief history of firm including:

1. Number of years in business
2. Location of office, which will perform the work
3. List of Basic Services provided by the firm
4. List of Architectural Services provided by the firm under Basic Agreement (if applicable)

#### ***Relevant Experience***

Please provide information on all school projects of similar scope and size completed in the past ten (10) years including:

1. Project name/location
2. Year complete/current status
3. Client name (District Name)
4. Identification of funding source (State, Local, etc.)

#### ***Project Team***

1. Identify key team members assigned to the project and provide their qualifications including onsite personnel. Include resumes for team members.
2. Identify proposed consultants for this project. Include resumes and related experience for each member of these firms that may be assigned to the project.



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## ***Firm Resources***

1. Technical capabilities
2. Other capabilities, including front end services, such as pre-bond services, School Facilities Program applications, educational planning, etc.
3. Cost estimate history and change order evaluation (show examples of recent cost estimate vs. actual bid amount, if applicable.)
4. Project approach relative to this District.
5. Experience developing and adhering to schedules and timelines.
6. Experience in working with state agencies.
7. Experience with project delivery methodologies.
8. Attach a list of your firm's projects currently underway and contracted for but not yet underway. List actual or expected start and completion dates of the projects, and explain how your firm will be able to effectively manage and perform CHYBA's Project while also managing and performing the listed projects.

## ***Proposed Method of Compensation***

1. Describe your proposed method of compensation.
2. Describe all costs that might be charged to CHYBA in addition to the base compensation.
3. To support the proposed maximum "not-to-exceed" total of reimbursable expenses, the Proposal must include an estimate of all reimbursable expenses on which the proposed total is based.
4. The proposed compensation must cover all of the architect's expenses (including overhead), and its profit, for this project.

## ***Client Satisfaction/References***

1. Provide letters of reference and a list of educational clients as outlined in #6 below.
2. Has your firm ever been terminated or replaced by another firm during the design or construction of any education and/or related project? If so, explain in detail and provide results of any litigation/claims on the project.
3. Has your firm, or its insurance carrier, ever had to make a payment, or provide other consideration, to an owner or other project participant based on your alleged errors or omissions? If so, explain in detail and provide results of any related litigation/claims.
4. If any of the following has occurred, please describe in detail the circumstances for each occurrence:
  - a. Failure to enter into a contract once selected/awarded.
  - b. Withdrawal of a proposal as a result of an error.



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- c. Debarment by any municipal, county, state, federal or local agency.
  - d. Involvement in litigation, arbitration, or mediation.
  - e. Suspension or loss of license, or other discipline.
  - f. Conviction of the firm or its principals for violating any federal or state law related to architecture practice or contract performance.
  - g. Knowing concealment of any deficiency in the performance of a prior contract.
  - h. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
  - i. Willful disregard for applicable rules, laws, or regulations.
5. Provide a statement of the firm's financial stability.
  6. Provide a list of at least five educational client references for which your firm has performed similar services. References will include:
    - a. District name and address
    - b. Contact name and telephone number
    - c. Identify project for referral

#### **IV. EVALUATION CRITERIA**

- Conformance of the submission to the specified format
- Organization, presentation, and content of the submission
- Performance on past projects
- Experience of the team in public school construction
- Experience and qualifications of proposed team members
- Experience in a variety of construction delivery methods
- Ability to provide a complete and accurate design, thus minimizing change orders and claims by the contractor for additional money and time
- Breadth of resources and capabilities
- Strength of client recommendations
- Proposed methods and overall strategic plan to complete the project in a timely and competent manner within CHYBA's financial constraints and time frames.
- Reasonableness of proposed compensation for all architectural services for the entire project, including the amount of the percentage fee



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## SELECTION PROCESS

CHYBA will review the submitted Statements of Qualification and Proposals, and may request submission of additional information in writing. In its sole discretion, CHYBA may elect to interview one or more firms; CHYBA reserves the right to select firms solely on the basis of the SOQ's and Proposals submitted. CHYBA may select one or more firms to perform the work indicated in the RFP/Q.

SOQ's and Proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing 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.

After review of the SOQ's and Proposals, CHYBA will enter negotiations with one or more of the proposing Architects regarding the contract price. The terms of the Architect agreement other than price, including the payment structure, are not negotiable. CHYBA's staff will not present an Architect and the agreement to the Board for approval and award until the contract terms, including price, are finalized and the Architect signs the agreement. CHYBA is under no obligation to enter into an agreement with any of the Architects. CHYBA reserves the right to award the contract for the Project to the Architect CHYBA deems most suitable to undertake the Project based on many factors, including demonstrated competence, qualifications for the types of services to be performed, and a fair and reasonable contract price. CHYBA further reserves the right to reject any or all SOQ's or Proposals, or waive any irregularities in any of the SOQ's or Proposals, submitted pursuant to this RFP/Q.

CHYBA will review the submitted Statements of Qualifications and may interview one or more firms. CHYBA reserves the right to select firms solely on the basis of the SOQ's submittal. CHYBA may select one or more firms to perform the work indicated in the RFP/Q.

## TIMELINE FOR SELECTION

CHYBA anticipates the following schedule for the selection process:

- Issue RFP/Q September 18, 2023
- Deadline for Questions Related to the RFP/Q September 29, 2023
- RFP/Q Response Due October 6, 2023 by 5 p.m.
- Paper Screening/Reference Check Completion October 9, 2023
- Interviews/Presentations (if necessary) October 16, 2023
- Recommendation to Board/Presentations October 18, 2023
- Award October 19, 2023

Selection of committee members and processes for selecting Architectural Firm may vary at CHYBA's sole discretion.

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## **SUBMITTALS**

The submittal package should be received by October 6, 2023 at 5 p.m. CHYBA will not accept submissions received after this date and time. CHYBA reserves the right to reject any and all proposals. Any attempt to contact Board Members in regard to this process may result in disqualification.

### **Refer all inquiries to:**

Cathy Taylor, Executive Director  
California Heritage YouthBuild Academy  
530-605-1455  
ctaylor@chybacharter.com

### **Deliver or mail submittals to:**

California Heritage Youth Build Academy  
8544 Airport Rd.  
Redding, CA 96002  
Attn: Cathy Taylor, Executive Director

### **Or by email to:**

Cathy Taylor  
ctaylor@chybacharter.com

## **LIMITATIONS**

CHYBA reserves the right to redefine project priorities, adjust budgets and modify projects as it deems necessary, and to select one or more firms to perform services. At its discretion, CHYBA may eliminate any firm or waive any informality in the selection process.

This Request for Proposal/Qualifications does not commit the California Heritage YouthBuild Academy to award a contract or to reimburse the submitting firms for costs incurred in submitting these qualifications. California Heritage Youth Build Academy reserves the right to reject any or all RFP/Q and SOQs received as a result of the request, to negotiate with any submitting firm, to extend the submission deadline, or to amend or cancel in part or entirety this request, if it is in the best interest of CHYBA.