



LIGHTHOUSE COMMUNITY PUBLIC SCHOOLS
REQUEST FOR QUALIFICATIONS
FOR
LIGHTHOUSE-LODESTAR ARCHITECTURAL SERVICES POOL

Proposals must be received no later than:

Wednesday, July 31 , 2023 by 4:00pm PST

Deliver proposals to:

Keivan Abidi, Project Director

Via electronic copy:

Keivan Abidi, Project Director

keivan@pacificcharter.org

INTRODUCTION

Lighthouse Community Public Schools (Lighthouse) is issuing this Request for Qualifications (RFQ) seeking responses from qualified, experienced architects for design services on an as needed basis for upcoming projects at Lighthouse High School, Lodestar Middle School and Lodestar Elementary School. This RFQ defines the architectural services sought and generally outlines Lighthouse's requirements. Interested parties are responsible for reviewing all contents of this RFQ including attachments, background materials and addenda.

POOL OF QUALIFIED APPLICANTS

Lighthouse will maintain a pool of qualified architectural service firm(s). Requests for recertification may be sent every two (2) years. Firms who do not reply to the request for recertification may be deleted from the pool of prequalified firms or individuals, at the sole discretion of Lighthouse. Additional firms may be added, at Lighthouse's sole discretion, as Lighthouse determines the need for additional firms as part of the pool of architects.

PROGRAM DESCRIPTION

Lighthouse upcoming projects include, but are not limited to, the following:

- **Lodestar:**
 - Building 1:
 - Convert large open space east of administration into a classroom, office and staff lounge spaces.
 - If allowed by code, eliminate an exterior doorway at Corner office.
 - Convert one large space up against exterior 105th Ave. wall into two separate classrooms spaces. Include new HVAC to serve those spaces.
 - Building 2:
 - Add one new classroom in the central space .
 - Convert two long classrooms into three.
 - If allowed by code, eliminate an exterior doorway connecting to 105th Ave.
 - Add a conference and counseling room.
 - Replace HVAC serving the administration area on west side of building.
 - Sitework:
 - Upgrade grass field and running track to synthetic turf with an AC track.
 - Expand trash dumpster area to enclose more dumpsters.
- **Lighthouse:**
 - Incorporate a new 665 +/- SF classroom in the north wing interior Lobby area.
 - Replace the accordion door in the Multi-Purpose area with a solid partition.

Further information on these upcoming projects is provided on subsequent pages.

LIMITATIONS

This RFQ is neither a formal request for bids nor an offer by Lighthouse to contract with any party responding to this RFQ. Lighthouse makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. Lighthouse shall in no event be responsible for the cost of preparing any response to this RFQ. The awarding of a contract, if at all, is at the sole discretion of

Lighthouse.

Lighthouse reserves the right to reject any or all Statements of Qualification (“SOQs”) provided in response to this RFQ, to waive any irregularities or informalities not affected by law, to evaluate each SOQ submitted, and to award a contract, if any, according to the response which best serves the interests of Lighthouse at a reasonable cost to Lighthouse. Further, Lighthouse reserves the right to reject any and all SOQs and/or Proposals and to negotiate contract terms with one or more respondent firms for one or more of the work items or projects.

SCHEDULE

DATE	ACTIVITY
July 10 th , 2023	RFQ Issuance
July 17 th , 2023	Deadline for Submitting Written Questions
July 24 th , 2023	Lighthouse deadline to respond to questions
July 31 st , 2023	Deadline for Submitting Proposals – Due by 4:00pm PST
August 7 th , 2023	Evaluation Team Proposal Review
August 9 th , 2023 (on or about)	Interviews with Selected Respondents (If needed)
August 11 th , 2023 (on or about)	Selection of Qualified Respondents for Pool
*Schedule is Subject to Change	

GENERAL INSTRUCTIONS

Respondents must submit:

- One (1) electronic PDF version of the proposal –emailed, by **4:00 PM PST on July 31, 2023.**

Proposals must be prepared and submitted in an organized manner. Page numbers and a table of contents are required.

Lighthouse Public Schools
C/O Pacific Charter School Development

Electronic copies emailed to:
Keivan Abidi, Project Director,
keivan@pacificcharter.org

If the electronic submittal file is too large for emailing, use Drop Box or Google Drive and send the link.

The deadline for proposals is 4:00 PM on July 31, 2023.

Lighthouse assumes no responsibility for non-receipt of submittal packages due to any delay including, but not limited to, carrier delay. It is the Proposer's responsibility to meet the deadline stated above. Proposals that do not contain all of the information requested in this RFQ may be considered non-responsive and rejected without evaluation. Submittals received after the deadline or at the wrong location may be considered non-responsive. Fax copies will not be accepted. All submittals become public records of Lighthouse and will not be returned.

This RFQ does not commit Lighthouse to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. Lighthouse reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFQ. Lighthouse further reserves the right to accept the proposal that it considers to be in the best interest of Lighthouse.

Insurance

All proposers must provide evidence of insurance or insurability.

Conflict of Interest

The prospective proposer, its agents, employees, directors and/or assigns, shall disclose any financial, business or other relationship with Lighthouse that may have an impact upon the outcome of this contract or potential future of Lighthouse projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or Lighthouse projects that will follow. In particular, the prospective proposer, its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the Lighthouse projects. **If applicable, please complete Attachment C.**

Nondiscrimination

The selected proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis.

Small and Minority Businesses, Women’s Business Enterprises (2 CFR, Section 200.321)

The Charter School CEO or Designee will ensure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, in the Charter School’s determination by taking the following affirmative steps:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists.
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development of the Department of Commerce
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section

QUESTIONS ABOUT THE RFQ

Questions and requests for additional information must be emailed by **July 17, 2023 by 4:00 pm PST**. Please direct questions/clarifications to Keivan Abidi, Project Director keivan@pacificcharter.org. Specify "Lighthouse-Lodestar Architectural Pool RFQ" in the subject line.

Proposers shall not contact any Lighthouse employee or official regarding this proposal other than the individuals listed above. Contacting Lighthouse regarding this work may result in disqualification. No verbal comments made by Lighthouse are binding regarding this RFQ except for that which is made in writing by the above-mentioned contacts.

DISCLOSURES & RESERVATIONS

Disclosures

- The information contained in this RFQ regarding the project is believed to be reliable. All information provided in this RFQ, in any subsequent response to inquiries, and in any of the attachments, is provided for convenience and should not be independently relied upon in evaluating the project.
- All proposals submitted to Lighthouse are subject to public disclosure. A record shall not be withheld from disclosure unless it is clearly exempt under applicable laws, or unless the public interest is served by not making the record public clearly outweighs the public interest serviced by disclosure of the record. Lighthouse has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Materials submitted that may be confidential in nature should be labeled as such. Lighthouse will attempt to maintain the confidentiality of materials, namely financial information, to the extent permitted by law.

Lighthouse Reservations Lighthouse reserves the right to select applicants into the pool whose firms, in its sole judgment, best meet the needs of Lighthouse. The lowest proposed pricing will not be the sole criterion for recommending the selection for negotiations.

- Lighthouse reserves the right to reject any or all SOQs and to waive technicalities and informalities when such waiver is determined by Lighthouse to be in Lighthouse's best interest.
- Lighthouse reserves the right to retain all accepted SOQs, including proprietary documentation; regardless of which proposal is selected. No SOQ will be returned to proposers.
- Lighthouse reserves the right to request any supplementary information it deems necessary to evaluate proposer's experience or qualifications. This may include supplemental financial information, additional interview(s), and/or additional presentation by the proposer.
- Lighthouse reserves the right to reconsider any proposal submitted at any stage of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information.
- Furthermore, Lighthouse reserves the right to delete or add services until the signing of a contract.
- Lighthouse reserves the right to revise the RFQ prior to the date that SOQs are due. Lighthouse will communicate changes through addendum to this RFQ. All registered proposers will be notified of revisions to the RFQ.
- Lighthouse reserves the right to extend the date by which the SOQs are due.
- Lighthouse reserves the right, in its sole discretion, to reject any and all SOQs and to waive informalities and irregularities in any SOQ received. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of Lighthouse. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.

- This RFQ does not commit Lighthouse to award a contract, or enter into an agreement. All SOQs submitted in response to this RFQ become the property of Lighthouse and public records, and as such, may be subject to public review.
- Lighthouse shall not be liable for any pre-contractual/agreement expenses incurred by prospective vendors or selected developers/contractors, including but not limited to costs incurred in the preparation or submission of an SOQ. Lighthouse shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.
- Lighthouse reserves the right to cancel, in part or in its entirety, this RFQ including, but not limited to: selection procedures, submittal date, and submittal requirements. If Lighthouse cancels or revises the RFQ, all interested firms will be notified.

UPCOMING PROJECTS - DESCRIPTIONS AND BACKGROUNDS

Lighthouse

Lighthouse is planning a renovation project at an existing campus at 444 Hegenberger Road in Oakland, Ca. The project will be in accordance with CA Charter School Facilities Program regulations.

The project scope may include the creation of 665 +/- SF of classroom space in the north wing interior lobby and replacement of an accordion door in the multi-purpose room with solid partition. Including associated fire life safety, electrical, lighting and mechanical work.

Lodestar

Lodestar is planning a renovation project at an existing campus at 735 105th Avenue in Oakland, Ca. The project will be in accordance with CA Charter School Facilities Program regulations.

The project scope may include the conversion of open space areas into classroom space, reconfiguration of existing classroom space, addition of a conference and counseling room, replacement of HVAC system serving the administration area on the west side of building 2, (including associated fire life safety, electrical, lighting and mechanical work), upgrade existing grass field with synthetic turf and AC track, expand trash dumpster area to enclose additional dumpsters.

The total estimated project budget, for hard and soft costs of both projects, is estimated between \$2.5MM and \$2.7MM and priority will go to the proposal that best demonstrates project understanding, project approach and cost containment strategies.

Site Area and History

Founded in 2002, LCPS operates two public charter schools — Lighthouse (K-12) and Lodestar (K-12) — serving over 1,500 students in East Oakland. With a vision of transforming its community through creating a family of exceptional schools serving youth and families in Oakland, its mission is to prepare diverse students for college, a career of their choice, and to be lifelong changemakers.

These two campuses are intentionally located in two neighborhoods in East Oakland (94603 and 94621) that have been historically underserved, lacking equitable educational opportunities for families. These neighborhoods have high poverty rates and have had the highest COVID positivity rates in Alameda County during the last three years. These neighborhoods also rank highest in the Oakland Community Stressors Index, the experience of chronic stress, violence, and trauma that negatively impacts communities and increases the likelihood that our students may have lower social capital, decreased collective efficacy, and measurable impact on their psychological development, health, and well-being.

Property Description

Lighthouse is located at 444 Hegenberger Road, Oakland CA 94621. The campus consists of one building that provides 37 classrooms in a total of 92,480 square feet of space and outside recreational space

Lodestar is located at 701 105th Avenue, Oakland CA 94603. The campus consists of one main building, with two additional buildings providing 36 classrooms in a total of 47,439 square feet of space and an outside play area.

SCOPE OF SERVICES & DELIVERABLES

The qualifying Proposer will have experience and expertise in design and construction administration of K-12 school facilities, preferably with strong knowledge of the communities Lighthouse serves. The Architect will complete design and potential construction administration services.

The Scope of Services may vary for each individual project but generally is intended to include either design services for program development or architectural services through the design and construction phases of the specific project. The Scope of Services may, as required by the project, include programming, criteria documents, design documents, and construction administration. The Project Architect may be required to meet, as needed, with Lighthouse staff, the project management team, and neighborhood organizations for programming and design guidance.

Lighthouse is looking for Architectural firms that can show relevant experience working with different types of delivery methods and are able to provide the required design methodology for the delivery method used. Please provide commentary for the following:

Design Build (DB):

- Firm with demonstrated relevant DB experience
- Demonstrated experience producing criteria, and design development documents for projects valued at more than \$5M.
- Successful experience with modernization, new construction, expansion, and renovation of K-12 school projects.
- Demonstrated experience completing criteria documents and design development documents on time and to District standards.
- Demonstrated experience providing accurate project estimates during design development to assure confidence in expected construction bids.
- Demonstrated experience obtaining and managing design sub-consultants (civil, structural, landscape architect, and similar)
- Capability to provide adequate staffing and resources to support project and a track record of maintaining key staff through the duration of project(s).
- Have an established Quality Assurance/Quality Control program.
- Demonstrated track record of working collaboratively with other educational districts.
- Successful experience working with DSA on DB projects.

Cost for Services

Please provide a range of the cost of services for your firm as a percentage of construction cost. Actual cost of future services will be negotiated if the architect is selected for the pool and then, at a later date, selected to perform design services for a specific project.

SUBMITTAL INSTRUCTIONS AND REQUIREMENTS

The following section outlines required elements of a responsive proposal.

Cover Letter

Submit a cover letter that introduces the project management team and highlights the proposed project approach.

Architect Qualifications & Experience

The following should be included in all proposals to assist Lighthouse in evaluating the experience and capacity of the Proposer's team:

1. Proposer Identification

- Identify the architect entity's name, street address, mailing address, telephone number, and e-mail address. Specify the legal form of the organization (e.g., corporation, partnership, joint venture, other), and identify persons with the authority to represent and make legally binding commitments for the Proposer.
- Identify the principal point of contact and relevant experience.

2. Qualifications

- A statement demonstrating your team's ability to accomplish design and construction phase services in a comprehensive and thorough manner within established timeframes and budgets.
- A brief written summary of the firm's philosophy related to programming and good design within established budget.
- Describe your firm's approach to quality assurance/quality control measures and procedures to ensure: coordination of, and consistency between, the various components of the Design Documents and the mitigation of errors/omissions in Design Documents.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe your firm's philosophy with coordinating furniture, fixtures and equipment.

3. Relevant Proposer Experience

- List and describe the Proposer's experience designing comparable projects in California, with emphasis on the following:
 - Project description, including dates of commencement/completion, location, concept, land uses, size and cost.
 - Length of time to complete such projects.
 - Cost of projects, both hard and soft and whether projects came within budget.
- Provide the names and telephone numbers of any references for each project discussed.
- Experience working with Districts, public schools, charter schools, and regulatory agencies such as DSA and OPSC.

4. Project Team Summary

- Identify key team members, including sub-consultants, and state their qualifications and experience relevant to providing services and the scope of their anticipated services.
- Include current fee schedule per hour for proposed firm members(s) and prospective sub-consultants.

Additional Proposal Requirements

Proposals shall also include, at a minimum, the following information organized as follows as Attachments to the Proposal:

- a. A range of pricing for design services as a percentage of construction cost
- b. Cost containment strategy – proposer should provide details on strategy's they have found effective in previous projects and those they feel would be effective on future projects
- c. Insurance Coverage
- d. Financial Statements - Proposer should submit current financial statements, preferably for the past two years, which have been audited or reviewed by a Certified Public Accountant.
- e. Proposed Exceptions, Alterations, Additions, or Modifications to RFQ - Proposer should submit any and all proposed exceptions, alterations, additions, or modifications.
- f. Conflicts of Interest
- g. Litigation history - Provide a five-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Failing to provide the requested information or responses which assert attorney-client privilege and fail to provide the information requested, may be considered non-responsive.

SELECTION CRITERIA

Evaluation

The selection criteria will include, but not be limited to, the items listed below:

- 1) Demonstrated understanding and responsiveness to the RFQ, including Proposer's commitment and ability to provide each item outlined in the Scope of Services;
- 2) Firm Qualifications
 - a) Qualifications and experience of the firm and personnel named in the proposal.
 - b) Location of office and accessibility to the projects.
 - c) Reputation of the firm.
 - i) Satisfaction of previous clients (client relationships/ references).
 - ii) Timeliness of work and ability of the firm to meet schedules.
 - iii) Accuracy of cost estimates and designing to the budget.
 - iv) Quality of the documents and ability to minimize issues during construction.
 - d) Current commitments and ability of firm to handle several simultaneous projects.
 - e) Firms experience with similar type projects.
 - f) Level of construction administration services, which are provided by the firm and its consultants during construction.

- g) Capacity and commitment to provide services to client.
- h) The ability to provide service in a reliable, expedient and efficient manner.
- i) Ability to work on different types of delivery methods.
- j) Project Architect's knowledge of applicable local and state regulations.

3) Relevant Project Experience

- a) Experience in planning, design, facility assessments and administering the construction of K-12 school projects.
- b) Past successful experience in completing projects on-time and within budget;
- c) Experience developing programming documents for K-12 school projects.
- d) Use of energy savings and value engineering in design.
- e) Change Order experience.
- f) Past successful experience in working with public schools, especially charter schools, and regulatory agencies – OPSC/ HUSD/ DTSC/City of Oakland Planning and Building Department, etc.;
- g) Knowledge of state laws, including the American with Disabilities Act, and other governmental requirements for K-12 school projects.
- h) Experience in data communication systems used on educational campuses.
- i) Project Architect's experience in successful and timely approval of firm's projects through all state and local regulatory agencies.
- j) Experience with construction cost reduction measures such as, but not limited to, re-use of design plans, cost effective design methods, and change order management strategies.

Proposers shall furnish in a timely manner to Lighthouse such additional information as Lighthouse may reasonably require. Priority will go to the proposal that best demonstrates project understanding, project approach and cost containment strategies.

Lighthouse reserves the right to contact references from the Proposer's client list, or any other persons considered relevant by Lighthouse.

All costs associated with the project must be enumerated in the proposal. Any costs associated with the project not explicitly enumerated and discussed in the proposal will not be honored. Contract prices and terms are to remain firm through project completion. The Proposer shall provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered.

Lighthouse Investigations

Lighthouse may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. Lighthouse may request an entity submitting an RFQ to submit additional information pertinent to the review process. Lighthouse also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

Interviews

Lighthouse, at its sole discretion, may elect to interview selected firms. Lighthouse may elect to interview one or more proposers. If a firm is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for Lighthouse's selection committee to review the firm's proposal and other matters the committee deems relevant.

Following the interviews, it is expected that the selection committee will make recommendations to District staff regarding selection of firms for inclusion to the pool of qualified firms. The criteria for these recommendations will include those identified herein.

Final Determination and Award

Lighthouse reserves the right to contract with any entity responding to this RFQ for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any SOQ as non-responsive, and/or not to contract with any firm submitting a statement of qualifications for the services described herein. Lighthouse makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. Lighthouse reserves the right to contract with any firm not participating in this process. Lighthouse shall in no event be responsible for the cost of preparing any SOQ in response to this RFQ, including any supporting materials. There is no guarantee that the firms selected to the pool of architects will receive any work.

The awarding of a contract(s) is at the sole discretion of Lighthouse. Lighthouse may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful proposing architectural services company will be given the option not to agree to enter into the Agreement and Lighthouse will retain the right to negotiate with any other proposing firm.

The Respondent's SOQ package, and any other supporting materials submitted to Lighthouse in response to this RFQ will not be returned and will become the property of Lighthouse unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

Attachment A

Scope of Work

SCOPE OF WORK

Lighthouse Community Public Schools will be adding classrooms inside of 2 buildings at Lodestar and inside the north wing at Lighthouse. Estimated square footage is 4,400.

PROJECT DETAILS

Project Location:

The projects are located at:

- Lodestar, A Lighthouse Community Public School (K-5) is located at 701 105th Ave, Oakland, CA 94603.
- Lighthouse Community Charter Public School (K-12): 444 Hegenberger Road, Oakland, 94621.

Scope of Work:

- Lodestar:
 - Building 1:
 - Convert large open space east of administration into a classroom, office and staff lounge spaces.
 - If allowed by code, eliminate an exterior doorway at Corner office.
 - Convert one large space up against exterior 105th Ave. wall into two separate classrooms spaces. Include new HVAC to serve those spaces.
 - Building 2:
 - Add one new classroom in the central space .
 - Convert two long classrooms into three.
 - If allowed by code, eliminate an exterior doorway connecting to 105th Avenue.
 - Add a conference and counseling room.
 - Replace HVAC serving the administration area on west side of building.
 - Sitework:
 - Upgrade dirt field and running track to synthetic turf with an AC track.
 - Expand trash dumpster area to enclose more dumpsters.
- Lighthouse:
 - Incorporate a new 665 +/- SF classroom in the north wing interior Lobby area.
 - Replace the accordion door in the Multi-Purpose area with a solid partition.

Budget:

The overall project budget, hard and soft costs is currently estimated to be between \$2,500,000 and \$2,700,000.

Delivery:

July 2024. The design and construction will be completed in one phase.

Special Conditions:

The Lodestar turf field improvements will need to comply with DTSC documentation that is part of the original Lodestar Planning Commission project approvals. This work may be listed as an Additive Alternate in the Request for Proposal.

Construction Delivery Method:

The project will be delivered by a Joint Architect, Engineer and Contractor team based on information provided in the Bridging Documents prepared by HY Architects and its consultants.

ATTACHMENT B

INSURANCE COVERAGE REQUIREMENTS

General & Excess Liability Minimum Coverage

General Liability:	1,000,000
Umbrella Liability:	1,000,000

Company Name

Signature of Authorized Agent

Date Signed

Lighthouse will be named as additional insured on certificate of insurance if our firm or company is awarded a contract.

ATTACHMENT C

CONFLICT OF INTEREST DISCLOSURE

As a prospective vendor/supplier, its agents, employees, directors and/or assigns, you shall disclose any financial, business or other relationship with Lighthouse that may have an impact upon the outcome of this contract or potential future of the Lighthouse projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or Lighthouse projects that will follow. In particular, the prospective proposer its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with a member of the Lighthouse board or Lighthouse.

Name of party that poses conflict

Relationship/Interest

Company Name

Signature of Authorized Agent

Date Signed