

**REQUEST FOR QUALIFICATIONS FOR:**

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

(OSHDP)

ARCHITECTURAL SERVICES

FOR THE

TULARE LOCAL HEALTHCARE DISTRICT

TULARE HOSPITAL TOWER PROJECT

RFQ 21-002

Responses Due: Monday, 09/27/2021

Issue Date: Monday, 8/30/2021

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## 1.0 Intent

- a. The Tulare Local Healthcare District (hereinafter referred to as “DISTRICT”) is soliciting Statement of Qualifications (SOQ) from qualified firms (hereinafter referred to as “ARCHITECT”) to provide California Office of Statewide Health Planning and Development (OSHPD) professional architectural/engineering bidding and construction administrative services necessary to ensure the adequate completion of the Tulare Hospital Tower Project (“Project”).
- b. Background: The DISTRICT is a public agency organized under the provisions of Division 23 of the California Health and Safety Code and tasked with servicing and underserved, under-insured/uninsured population residing in the southwestern portion of Tulare County, California, including in the cities of Tulare, Angiola, Earlimart, Pixley, Plainview, Tipton, Waukena, and Woodville. The stated mission of the DISTRICT is to “provide safe efficient, technologically advanced healthcare with respect for the diversity of our region”. In 2004, the DISTRICT embarked on building the Tower adjacent to the existing Tulare Regional Medical Center Hospital (“Hospital” in order to provide additional space in which to facilitate safe, efficient care utilizing infrastructure and equipment with state of the art technology, while also meeting State of California seismic requirements. An \$85-million bond was passed in 2005 as part of a capital campaign to construct the Tower and construction began in 2010, but, as of yet, is not complete. The PROJECT is an important facet to the DISTRICT’s ongoing and diligent efforts to provide services to the community in accordance with its mission and is a key component of the Hospital’s long-term strategy for wellness in the region. The PROJECT still has an active permit under the 2007 California Building Code with OSHPD. It is now come time to successfully complete the PROJECT and full architectural and engineering bidding and construction administrative services are a necessary component in getting this accomplished. Hard copies and a pdf set of the OSHPD permitted drawings will be available. CAD drawings will not be available.

## 2.0 Required Pre-Qualifications

- a. Only those ARCHITECTS who are able to meet the qualifications set forth in this Request for Qualifications (RFQ) shall be considered during this solicitation.
- b. Licensing Requirements: ARCHITECTS and their subconsultants must possess and maintain at all times during the ARCHITECT’S provision of services related to the PROJECT a licensure to practice Architecture and/or Engineering in the State of California.
- c. ARCHITECT must have the knowledge and experience working with OSHPD and also have experience working in a hospital setting.

## 3.0 Calendar of Events

Issue RFQ	08/30/2021
Deadline for Written Questions	09/20/2021
Statement of Qualifications Submittal Due	09/27/2021
Interviews, if an, of Short-listed Firms	Week of 09/20/2021
Estimated Notification of Selection	10/29/2021
Estimated AGREEMENT Date	11/19/2021

- a. Future Addenda: ARCHITECTS who received notification of this solicitation by means other than through a DISTRICT mailing shall contact the DISTRICT'S designated point-of-contact (as designated herein) to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. IT IS THE ARCHITECT'S SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFQ by either informing DISTRICT of their mailing information or by regularly checking the DISTRICT website at [www.tularelocalhealthcaredistrict.org](http://www.tularelocalhealthcaredistrict.org) . Addenda will be posted on the website the day they are released.

#### 4.0 Point of Contact

- a. Questions and correspondence regarding this solicitation shall be in writing directed to the Chief Executive Officer of DISTRICT

Sandra Ormonde  
Tulare Local Healthcare District  
P.O. Box 1136  
Tulare, CA 93275  
sormonde@tulareregional.org

#### 5.0 Scope of Work

- a. ARCHITECT'S bidding and construction administrative services (collectively, the "Services") may include, but are not limited to, the following activities:
  - i. Prepare all necessary bidding information and forms required by the DISTRICT and assist the DISTRICT through the entire bid process.
  - ii. Provide construction administrative services during the life of the project including the preparation, review and recommendation of all construction related documents.
  - iii. Prepare project schedule, cost estimates and design documents as required that fulfill the DISTRICT design standards and/or guidelines.
  - iv. Respond to all Request for Information RFI's submitted by contractor and subcontractors including preparation of supplemental drawings and/or details along with any additional documentation required for agency approval.
  - v. Participating in pre-bid functions, construction review and owner's meetings, as requested by the DISTRICT. Said services require ARCHITECT to possess the skill sets that will encourage collaboration, consensus-building and problem-solving among the project stakeholders.
  - vi. Review shop drawings and submittals to ensure they are in accordance with contract documents.
  - vii. Assist in preparation and confirming the completion of construction punch lists.
  - viii. Reviewing of construction plans and specifications for adequacy and completeness prior to start of construction.
  - ix. Life-safety inspections for substantial completion readiness.
  - x. Prepare CAD and PDF versions of the project As-Builts after the PROJECT is completed.

- xi. Evaluating and assessing of in-progress construction work in terms of compliance with the Project Schedule, Project Pay Applications as requested.
- xii. Participating in settlement of construction conflicts including interpretation of the Contract Documents, assessment and evaluation of Change Order proposals.
- xiii. Coordinating and facilitating of OSHPD and/or equivalent facility project close-out procedures.
- xiv. Monitoring of Record Drawings as required by the Contract Documents.
- xv. Ensuring compliance with California Administrative code, CCR, Title 24, Part 1, Chapter 7, “Administration of Construction.”

6.0 Contract Term

- a. The initial term of the contract (the “AGREEMENT”) with the DISTRICT resulting from this RFQ will be for a period of five (5) years.
- b. The AGREEMENT shall contain a clause stating that DISTRICT reserves the right to cancel the AGREEMENT or any extension of the AGREEMENT, without cause, with a thirty (30) day written notice, or immediately with cause.
- c. If the AGREEMENT includes options for renewal or extension, ARCHITECT must commence negotiations for any desired rate changes a minimum of ninety (90) days prior to the expiration of the AGREEMENT.
  - i. Both DISTRICT and ARCHITECT shall agree upon rate extensions or changes in writing.
  - ii. DISTRICT does not have to provide a reason if it elects not to renew.

7.0 Required Content/Format for RFQ Package

- a. **CONTENT AND LAYOUT:** ARCHITECT shall provide the information as requested and as applicable to the proposed Services. The SOQ package shall be organized as per the table below. Headings and section numbering utilized in the SOQ package shall be the same as those identified in the table. **ALL SECTIONS WITHIN THE SOQ PACKAGE SHOULD BE TABBED AND LABELED.** At a minimum, the SOQ packages shall include, but not be limited to, the following information in the format indicated:

Statement of Qualifications Package Layout Organize and Number Sections as Follows:	
Section 1	COVER LETTER – Contact Information and General Firm Information
	SIGNED (ADDENDAS if any)
	RFQ SIGNATURE PAGE
	TABLE OF CONTENTS
Section 2	PRE-QUALIFICATIONS AND RELATED EXPERIENCE ATTACHMENT A – PRE-QUALIFICATIONS AND RELATED EXPERIENCE
Section 3	PROJECT REFERENCES ATTACHMENT B – PROJECT REFERENCES
Section 4	SEALED PRICING ATTACHMENT C – FEE SCHEDULE
Section 5	INSURANCE REQUIREMENTS

	ATTACHMENT D – INSURANCE AFFIDAVIT ATTACHMENT E – ARCHITECT’S CERTIFICATE REGARDING WORKERS’ COMPENSATION
Section 6	EXCEPTIONS
Section 7	APPENDIX

### **Section 1 – Requirements**

- **COVER LETTER:** Each SOQ must be accompanied by a cover letter not exceeding the equivalent of two (2) single-sided pages and should provide Contact information and firm information as follows:
  - **Primary Contact:**

The below-listed information for the representative of the firm that DISTRICT can contact during the solicitation process through to potential contract award and for additional information. The representative must be empowered to speak on contractual and policy matters.

    - Name
    - Address
    - Email address
    - Telephone Number
    - Fax Number
  - **Firm Info**
    - **Year Established:** Provide the year the firm (or branch office, if appropriate) was established currently named.
    - **Ownership Type:** Provide the type of ownership or legal structure of the firm sole (proprietor, partnership, corporation, joint venture, etc.)
    - **DUNS Number:** Provide the nine-digit Data Universal Number System (DUNS) Number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number to bid on government proposals.
    - **Former Firm Names:** Indicate any other previous names for the firm (or branch office) during the last six (6) years. Insert the year that this business name change was effective and the associated DUNS number. This information is used to review past performance on Federal contract.
- **SIGNED ADDENDA** (applicable only if any addenda were released for this solicitation) **AND SIGNED RFQ SIGNATURE PAGE:** SOQs submitted without an executed signature page will be deemed non-responsive. All signatures must be handwritten and in BLUE ink. All prices and notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.
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### **Section 2 – Pre-qualifications and Related Experience**

- **ARCHITECT** must acknowledge in writing that it meets all of the pre-qualifications and licensing requirements as set forth in Section 2.0 Required Pre-Qualifications and complete ATTACHMENT A – PRE-QUALIFICATIONS AND RELATED EXPERIENCE herein.

### **Section 3 – Project References**

- Provide project information on ATTACHMENT B- PROJECT REFERENCES and include at least five (5) example projects within the last 5 years. If applicable, describe previous work experience with California acute care hospitals under OSHPD jurisdiction, including knowledge of California Building Codes; OSHPD rules, regulations and review process, and preparation of OSHPD permit documentation including field review processes during project construction and project final at a minimum, including at least the following information
  - Project Name
  - Brief Project Description
  - Client Contact Information
  - Size of Project

### **Section 4 – Sealed Pricing**

- Selection of ARCHITECT shall be based on qualifications per the Selection Criteria listed herein. Fees may be negotiated after the tentative award announcement is made for this solicitation. If fee negotiations with the firm determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the project, DISTRICT reserves the right to suspend negotiations with the most qualified bidder and proceed to next most qualified bidder, and so on.
- SEALED PRICING: ARCHITECT shall submit the Fee Schedule for all key personnel and subconsultants in a separate sealed envelope as per ATTACHMENT C – FEE SCHEDULE herein. Specific expenses that are common across this industry and scope should also be listed. **Fee schedule must be submitted in a SEALED ENVELOPE attached to the original proposal copy** or the proposal may be deemed non-responsive.
- Costs that are subject to sales tax should be identified as taxable. All applicable CA sales tax shall be included as a separate line item.

### **Section 5 – Insurance Requirements**

Policy Types and Coverage. Vendor shall, at all times during the Term and at Vendor’s sole cost and expense, maintain the following insurance policies: (a) commercial general liability insurance covering bodily injury, property damage, personal and advertising injury liability and contractual liability, with limits of not less than One Million and 00/100 Dollars (\$1,000,000.00) for any one (1) occurrence and Two Million and 00/100 Dollars (\$2,000,000.00) annual aggregate, naming the District as an additional insured; (b) workers’ compensation insurance, with limits of not less than the greater of (i) One Million and 00/100 Dollars (\$1,000,000.00) and (ii) the minimum amount required by law; (c) business auto liability insurance covering the ownership, maintenance and use of all owned, hired and non-owned automobiles used in connection with this Agreement, with limits of not less than One Million and 00/100 Dollars (\$1,000,000.00) combined single limit per accident for bodily injury and property damage liability, naming the District as an additional insured; (d) umbrella/excess liability insurance with limits of not less than Five Million and 00/100 Dollars (\$5,000,000.00) per occurrence and Five Million and 00/100 Dollars (\$5,000,000.00) annual aggregate in excess of the commercial general liability and business auto liability insurance, naming the District as an additional insured; (e) “All Risk” property insurance covering not less than one hundred percent (100%) of the replacement value of Vendor’s personal property; and (f) professional liability insurance covering acts, errors or omissions arising out of Services performed under this Agreement, with limits of not less than Five Million and 00/100 Dollars (\$5,000,000.00) per occurrence

and Five Million and 00/100 Dollars (\$5,000,000.00) annual aggregate. ATTACHMENT D – INSURANCE AFFIDAVIT and ATTACHMENT E – ARCHITECT’S CERTIFICATE REGARDING WORKERS’ COMPENSATION

### **Section 6 – Exceptions**

- Submit any and all exceptions to this solicitation on separate pages, and clearly identify the top of each page with “EXCEPTION TO TULARE LOCAL HEALTHCARE DISTRICT TULARE HOSPITAL TOWER PROJECT RFQ 21-002, SECTION X.X”; each Exception shall reference the RFQ section number, and briefly explain the reason for taking Exception as appropriate. ARCHITECT should note that the submittal of an exception does not obligate DISTRICT to revise the terms of the RFQ or AGREEMENT.

### **Sections 7 – Appendix**

- ARCHITECT may provide any additional information that it believes to be applicable to this SOQ package and include such information in an Appendix section.
- b. ADDITIONAL REQUIREMENTS: To be considered “responsive”, submitted SOQs shall adhere to the following:
- i. Four (4) sets of the SOQ package, comprised of one SOQ marked “Original” and three (3) copies, shall be submitted in response to this RFQ. Each copy shall include a cover indicating the company name submitting, and should reference “RFQ 21-002”. In addition, submit one (1) electronic version of the entire SOQ package on a USB memory stick. DO NOT INCLUDE YOUR FEE SCHEDULE IN THE ELECTRONIC COPY. Additional copies may be requested by DISTRICT at its sole discretion.
  - ii. Each SOQ shall be prepared on 8.5” x 11” paper, preferably double-sided and bound. Fold out charts, tables, spreadsheets, brochures, pamphlets and other pertinent information or work product examples may be included as Appendices.
  - iii. ARCHITECT shall not use white-out or a similar correction product to make late changes to its proposal or qualifications package, but said ARCHITECT may instead line out and initial in BLUE ink any item which no longer is applicable or accurate.
  - iv. To validate an SOQ, each ARCHITECT must submit the **RFQ SIGNATURE PAGE** (contained herein) with its qualifications. SOQs submitted without this page will be deemed non-responsive. Each SOQ’s signature must be handwritten, in BLUE ink, and be included with the original copy of the SOQ. Photocopies of the RFQ signature page may be inserted into the remaining three (3) SOQ copies. All prices and notations must be typed or handwritten in BLUE ink in the original SOQ copy as well. Errors may be crossed out and corrections printed in BLUE ink or typed adjacent, and must be initialed in BLUE ink by the person signing the SOQ.
- c. CONFIDENTIAL OR PROPRIETARY CONTENT: Any page of the SOQ that is deemed by ARCHITECT to be a trade secret by the ARCHITECT shall be clearly marked “CONFIDENTIAL INFORMATION” or “PROPRIETARY INFORMATION” at the top of the page.

## 8.0 Submittal Instructions and Conditions



- a. Submittal Identification Requirements: **ALL BOXES AND/OR ENVELOPES MAILED OR DELIVERED CONTAINING STATEMENT OF QUALIFICATIONS MUST BE SEALED AND CLEARLY MARKED IN THE LOWER LEFT CORNER:**
  - i. **SOLICITATION NUMBER RFQ 21-002**
  - ii. **ARCHITECT’S COMPANY NAME**
- b. Mailing address: SOQs shall be mailed to DISTRICT at the mailing address indicated on the RFQ SIGNATURE PAGE of this RFQ.
- c. Due Date: SOQs must be received by DISTRICT on or before the time and date specified, at the location and to the person specified on the RFQ SIGNATURE PAGE of this RFQ. It is the sole responsibility of each ARCHITECT to ensure that its SOQ is received at or before the specified time. Emailed, postmarks and facsimiles are not acceptable. SOQs received after the deadline shall be deemed non-responsive and shall be rejected.
- d. Acceptance: SOQs are subject to acceptance at any time within ninety (90) days after opening of this RFQ. DISTRICT reserves the right to reject any and all SOQs, or part of any proposal, to postpone the scheduled deadline dates, to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal or qualifications package and that would not affect an ARCHITECT’s ability to perform the work adequately as specified.
- e. Ownership: All submittals in response to this RFQ become the property of DISTRICT, without condition. If an ARCHITECT does not wish to submit a SOQ but wishes to acknowledge the receipt of the request, the reply envelope shall be marked “No Bid”.
- f. Compliance: Proposal or qualifications packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.
- g. CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administrative Act of 1973 (CAL-OSHA).

9.0 Selection Criteria

- a. The selection of an ARCHITECT and subsequent contract award will be based on the criteria contained in this RFQ, as demonstrated in the submitted proposal. Each ARCHITECT should submit information sufficient for DISTRICT to easily evaluate its SOQ with respect to the selection criteria herein contained. The absence of required information may cause the proposal to be deemed non-responsive and may be cause for rejection, in the District’s sole discretion.
- b. The selection criteria include, but are not limited to, the following:

<b>Staff Qualifications</b>	<b>Points 0-25</b>
<p>Key Staff Personnel: List key qualified staff, their job titles, qualifications, and experience proposed for the services identified herein this RFQ, including licenses and/or certifications they may hold. Include their resumes and detailed descriptions of the work experience of each key person listed as related to healthcare and OSHPD projects.</p> <p>Indicate working location for all key personnel.</p>	

<p>Explain the Firm's current and upcoming commitments. Verify the Firm's ability to commit sufficient staff to provide the services described based on the scope of work provided in this RFQ.</p> <p>Identify the categories of work your organization typically performs with your own work forces.</p> <p>Identify proposed subconsultant firms, their discipline, description of planned scope and their key personnel who would be assigned specific responsibility for working with the Project Team. At a minimum, the following subconsultants shall be on the Project Team: structural, mechanical, electrical, civil, and communications.</p>	
<b>Project Experience</b>	<b>Points 0-25</b>
<p>Demonstrated experience of the ARCHITECT in relation to the scope of work and quality of services provided in the past</p> <p>(1) Healthcare experience with projects of similar size and scope; and</p> <p>(2) Examples of previous experience.</p> <p>Describe subconsultant qualifications and the reasons these subconsultants are deemed qualified to work on this PROJECT.</p> <p>Provide a summary of previous experience with these firms. Provide descriptive information you believe may be relevant, such as resumes and work experience related to healthcare and OSHPD projects.</p>	
<b>Bidding and Construction Administrative Experience</b>	<b>Points 0-25</b>
<p>Bidding and construction administrative experience with OSHPD in a hospital setting along with description of your relationship with the District and General Contractor on the Project.</p> <p>Provide a statement describing the methodology utilized to estimate the probable construction cost of a project, including:</p> <ul style="list-style-type: none"> <li>○ Methodology</li> <li>○ Contingencies utilized</li> <li>○ Standard estimating manual used as reference</li> <li>○ Experience of estimator</li> <li>○ Accuracy of Estimates</li> </ul> <p>Discuss the Firm's change order history, including the Firm's approach to problems and change orders.</p>	
<b>Quality Assurance</b>	<b>Points 0-20</b>
<p>Demonstrated record that the ARCHITECT has delivered high quality services and documentation to its clients, and has in place and effective continuous quality improvement process. This will be qualified by bidder's submittal and references as per Attachment B Project References.</p>	
<b>Local Preference</b>	<b>Points 5</b>
<b>TOTAL POSSIBLE POINTS - 100</b>	

- c. Bidders will not be selected based on pricing. Fees shall be negotiated with the selected firms at DISTRICT's discretion to ensure fair and reasonable pricing as per the Little Brooks Act. In the event that a fee for the required services cannot be negotiated with the selected top ranked firm, DISTRICT reserves the right to discontinue negotiations and begin negotiations with the next highest-ranked firm.
- d. DISTRICT reserves the right to act as its own reference if a prospective ARCHITECT has provided services to DISTRICT previously.
- e. ARCHITECT shall not engage in unlawful activity including, but not limited to, the payment of rebates, kickbacks, or other unlawful consideration, in connection with this solicitation process.

#### 10.0 Preference for Local ARCHITECTS

- a. The DISTRICT desires, whenever possible, to contract with qualified Local Vendors to provide goods and services to the DISTRICT. Local Vendor is defined as:
  - i. Vendor either owns, leases, rents or otherwise occupies a fixed office or other commercial building, or portion thereof, having a street address with Tulare County, Kern County, Kings County, or Fresno County (the "Area"). Vendor possesses a valid and verifiable business license, if required, issued by a city within the Area or by one of the four counties with the Area when the address is located in an unincorporated area within one of the four counties;
  - ii. Vendor employs at least one full time employee within the Area, or if the business has no employees, the business must be at least fifty percent (50%) owned by one or more persons whose primary residences is located within the Area;
  - iii. Vendor's business must have been in existence, in Vendor's name, within the Area for at least two (2) years immediately prior to the issuance of either a request for competitive bids or request for proposals for the DISTRICT;
  - iv. Newly established businesses which are owned by an individual formerly employed by a Local Vendor for at least two (2) years also qualifies for the preference; and
  - v. If applicable, vendor must possess a valid resale license form the State Franchise Tax Board showing vendor's local address within the Area and evidencing that payment of the local share of the sales tax goes to either a city within the Area or to one of the four counties within the defined Area.

#### 11.0 Contract Awards

- a. The award from this RFQ will be subject to approval by DISTRICT'S Board of Directors.
- b. DISTRICT reserves the right to interview each selected ARCHITECT before a contract is awarded. The costs of attending an interview is each ARCHITECT's responsibility.
- c. DISTRICT is not liable for any costs incurred by ARCHITECT in response to this solicitation.
- d. Unsuccessful ARCHITECTS who have submittal a fully responsive SOQ will be notified of the final decision as soon as it has been determined.
- e. The award resulting from this solicitation will be made to the ARCHITECT that submits a response that, in the sole opinion of DISTRICT, that evidences said ARCHITECT's ability to best provide services that will serve the overall interest of DISTRICT.

- f. DISTRICT does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this RFQ.

12.0 Sequential Contract Negotiation

- a. DISTRICT will pursue contract negotiations with the ARCHITECT who submits the best proposal and is deemed the most qualified in the sole opinion of DISTRICT, and which SOQ is in accordance with the criteria as described within this RFQ. If such contract negotiations are unsuccessful, in the opinion of either DISTRICT or ARCHITECT, DISTRICT may pursue contract negotiations with the entity that submitted a proposal which DISTRICT deems to provide evidence of the ARCHITECT next best qualified to provide the Services, or DISTRICT may issue a new solicitation or take any other action which it deems to be in its best interest.

13.0 Agreement to Terms and Conditions

- a. ARCHITECT selected through the solicitation process will be expected to execute a formal AGREEMENT with DISTRICT for the provision of the requested Services. The AGREEMENT shall be written by DISTRICT in a standard format approved by DISTRICT counsel, similar to the “SAMPLE AGREEMENT SECTION” attached hereto. Submission of a signed bid/qualifications and the RFQ SIGNATURE PAGE will be interpreted to mean ARCHITECT HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the SAMPLE AGREEMENT SECTION herein. DISTRICT may, but is not required to, consider including language from the ARCHITECT’s proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of ARCHITECT’s proposal.

14.0 Collusion

- a. ARCHITECT shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions. Any such action by ARCHITECT shall be immediate grounds from disqualification from being considered under this RFQ, or, as the case may be, will be grounds for immediate termination of the AGREEMENT.

15.0 Rights to Pertinent Materials

- a. All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits and other documentation produced by the ARCHITECT that are submitted as part of the SOQ will become the property of DISTRICT when received by DISTRICT and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked “CONFIDENTIAL INFORMATION” OR “PROPIETARY INFORMATION”. DISTRICT will not disclose proprietary information to the public, unless required by law; however, DISTRICT cannot guarantee that such information will be held confidential.

16.0 SAMPLE AGREEMENT

**ATTACHMENT A – PRE-QUALIFICATIONS AND RELATED EXPERIENCE**  
RFQ #21-002

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**Only those bidders who meet all of the pre-qualifications as set forth in Section 2.0 of RFQ 21-002 shall be considered for a contract award**

- I. Confirm that your firm meets all of the pre-qualification and licensing requirements as set forth in the RFQ Section 2.0: Required Pre-Qualifications below by circling Yes or No, as appropriate:

Yes No Licensing Requirements: ARCHITECT shall possess and maintain a valid, professional architectural license issued by the State of California.

Yes No ARCHITECT shall have a minimum of five (5) years' experience providing architectural design and/or construction administrative services for OSHPD projects.

Yes No ARCHITECT shall have the knowledge and experience working with the (OSHPD) and also have experience working in a hospital setting.

Yes No Management Knowledge and Company Experience:  
ARCHITECT shall have substantial architectural design and/or construction administrative services in the following areas:  
a. Healthcare Facilities (OSHPD 1)

- II. Provide a description of the services provided by your firm, emphasizing the experience and history of the types of services this RFQ is soliciting for as described in Section 5.0 – Scope of Work herein this RFQ. Emphasize OSHPD experience, experience with other public owned hospitals and hospitals within California, if applicable.

- III. Describe your proposed approach for meeting these services which, at a minimum, includes the following:

- a. Firm Name and Address
- b. Key Staff Personnel: List key qualified staff, their job titles, qualifications, and experience proposed for the services identified herein this RFQ, including licenses and/or certifications they may hold
- c. List any subconsultants you propose using while providing services under this Agreement. Describe what services you would have those subconsultants render as applicable to the Agreement awarded via this RFQ.
- d. Ability to Perform: Provide a description of the services provided by your firm, and a statement of the experience and history providing the services described in the RFQ's

Section 5.0 – Scope of Work. Describe your proposed approach for meeting these services.

- e. Litigation History: Description of litigation to which the firm has been a party in the most recent five year period. Please include the following details:
  - i. Name of case
  - ii. Date filed
  - iii. Court in which filed
  - iv. Judgment or result
- f. Availability of Resources: Describe your ability to provide staff and resources for Testing and Inspection services when necessary.

***End of Attachment A***

**ATTACHMENT B – PROJECT REFERENCES**  
RFQ #21-002

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Provide project information and include at least five (5) example projects within the last five (5) years. If applicable, describe previous work experience with California acute care hospitals under OSHPD jurisdiction, including knowledge of California Building Codes; OSHPD rules, regulations and review process; and preparation of OSHPD permit documentation including field review processes during project construction and project final; at a minimum, include the following information:

**Project Name**

Include the name of the General Contractor on the Project

**Brief Project Description**

Include information about scope, schedule and record of performance. Indicate if the project was completed on time and within budget.

**Client Contact Information**

Include telephone number and email address if possible. DISTRICT may use this information for a reference check.

**Size of Project**

Include square footage and total cost.

*End of Attachment B*

**ATTACHMENT C – FEE SCHEDULE**  
RFQ #21-002

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**Fee schedule shall be included in a separate sealed envelope** and is to be opened only after final selection of qualified ARCHITECT has been made by the DISTRICT.

*End of Attachment C*



**ATTACHMENT D – INSURANCE AFFIDAVIT  
RFQ #21-002**

State of \_\_\_\_\_

County of \_\_\_\_\_

The undersigned, being first duly sworn, deposes that he/she

is \_\_\_\_\_ name of \_\_\_\_\_ firm

Herein called the Firm, that the Firm shall carry general, automobile and professional liability insurance amounts as listed below. Firm shall procure and maintain and shall require all subconsultants, if any whether primary or secondary, to procure and maintain the following insurance requirements:

**Commercial General Liability Insurance**

- a. Per Occurrence combined single limit \$1,000,000
- b. Project Specific Aggregate for this Project only \$2,000,000

**Automobile Liability Insurance**

- a. Not less than per occurrence for bodily injury and property damage \$1,000,000

**Professional Liability Insurance Errors and Omissions**

- a. Professional liability errors and omissions \$1,000,000

Subscribed and sworn to me:

This \_\_\_\_\_ day of \_\_\_\_\_, 2021

Firm \_\_\_\_\_

Sign \_\_\_\_\_

Notary Public

Type or print name of affiant:

\_\_\_\_\_

\_\_\_\_\_

My commission expires

Title

\_\_\_\_\_

seal

**RFQ SIGNATURE PAGE**

Tulare District Hospital

RFQ #21-002  
ISSUE DATE: ??

**RFQ TITLE: Architect of Record for Tulare District Hospital Tower Project**

**STATEMENT OF QUALIFICATIONS ARE DUE IN THE OFFICE OF THE DISTRICT BY 5:00 PM, LOCAL TIME, ON ??**

**MAILING ADDRESS:**  
Tulare Local Healthcare District  
P.O. Box 1136  
Tulare, CA 93275

**QUESTIONS ABOUT THIS RFQ SHALL BE DIRECTED TO:**

Sandra Ormonde, CEO Tulare Local Healthcare District  
Email: [sormonde@tulareregional.org](mailto:sormonde@tulareregional.org)  
Phone Number: (559)685-3465

ARCHITECT MUST INCLUDE THE FOLLOWING IN EACH STATEMENT OF QUALIFICATIONS (SOQ 1 Original, plus 3 paper copy, and 1 electronic copy)

- ALL REQUIRED CONTENT AS DEFINED PER RFQ SOLICITATIONS SECTION 7.0 HEREIN
- RFQ #21-002 ATTACHMENT A – Pre-Qualifications and Related Experience
- RFQ #21-002 ATTACHMENT B – Project References
- RFQ #21-002 ATTACHMENT C – Fee Schedule (Sealed in a separate envelope)
- RFQ #21-002 ATTACHMENT D – Insurance Affidavit
- RFQ #21-002 ATTACHMENT E – Architect’s Certificate Regarding Workers’ Compensation
- RFQ #21-002 Local Business Declaration Form (Submit this form ONLY if your organization qualifies as per Section 10.0)

This RFQ Signature Page must be included with your submittal in order to validate your Statement of Qualifications.

**SOQs submitted without this page will be deemed non-responsive.**

**CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION**

**BIDDERS MUST COMPLETE THE FOLLOWING TO VALIDATE YOUR SOQ:**

I hereby agree to furnish the articles and/or services stipulated in my Statement of Qualifications, subject to the instructions and conditions in the Request for Qualifications package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this Statement of Qualifications.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address/PO Box \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_

**TULARE LOCAL HEALTHCARE DISTRICT  
LOCAL BUSINESS DECLARATION FORM**

If a business entity is claiming to be a "Local Vendor" as defined by Section 10.0 of this RFQ, it must certify they meet the definition of "Local Vendor" as defined and in accordance with this RFQ. Any business entity claiming to be a local business as defined by this RFQ, shall so certify in writing herein that they meet all the criteria listed within this RFQ.

DISTRICT shall not be responsible or required to verify the accuracy or any such certifications, and shall have sole discretion to determine if a bidder meets the definition of "local vendor as provided herein. Any business which false claims a local preference may be deemed non-responsive to this RFQ.

Any business eligible for the local preference who desires to have the preference applied during the award selection process shall return this completed Local Business Preference Declaration Form with its proposal or qualifications package response. Upon request, bidder agrees to provide additional information to substantiate this certification.

**Select that which is applicable to your business entity (at least one in order for a business to be considered local):**

- It either owns, leases, rents or otherwise occupies a fixed office or other commercial building, or portion thereof, having a street address within the Area. Vendor possesses a valid and verifiable business license, if required, issued by a city within the Area or by one of the four counties within the Area when the address is located in an unincorporated area within one of the four counties as defined as "Area"; and
- It employs at least one full time employee within the "Area", or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the "Area"; and
- Its business has been in existence, in its current name, within the "Area" for at least two (2) years immediately prior to the issuance of either a request for proposal or request for qualifications or request for quotations for the DISTRICT; and
- It is a newly established business which is owned by an individual formerly employed by a Local Business for at least two (2) years.

As per this RFQ: "Area" shall mean Tulare County, Fresno County, Kings County and Kern County.

Note: If applicable your organization must possess a valid resale license from the State Franchise Tax Board showing its local address within the "Area" and evidencing that payment of the local share of the sales tax goes to either a city within the "Area" or to one of the four counties within the defined "Area".

**On behalf of my business entity i.e., organization, I certify under penalty of perjury that I have both read and confirm that my business entity meets the requirements as outlined within this RFQ.**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**This form must be submitted within a bidder's proposal in order for the DISTRICT to apply the applicable local preference. Bidders who do not qualify as a local business as per this RFQ should not submit this form.**