

Mt. Diablo Unified School District

REQUEST FOR PROPOSAL

1581

Architectural Services
Site Master Programming
At
Various Bay Point Sites

Dated
May 9, 2011

**REQUEST FOR PROPOSAL
1581
Architectural Services – Site Master Programming
At
Various Bay Point Sites**

SECTION 1 - INTRODUCTION

1.1 GENERAL

Mt. Diablo Unified School District (MDUSD) requests proposals, from qualified firms, to provide architectural and engineering services necessary to complete site programming of existing and/or vacant District sites.

This request shall be considered a two part proposal process.

PART 1. The District will evaluate all qualifying submittals and select the most qualified firm based on proposal content, and responsiveness to the District's needs.

PART 2. Upon selection of most qualified firm, District will open cost proposal to determine and/or negotiate any fees/terms (see Item 6.5.3 concerning fee proposal).

*** All Architectural Firms are hereby advised that preference will be given to those firms whom already have programmed like facilities meeting District's requirements as outlined in this RFP.**

This is a **request for proposal only** and shall not be interpreted as a solicitation for services. Submittals shall be comprehensive, concise, and responsive to the District's goals and format as outlined in this RFP. Innovative and creative solutions are encouraged.

Firms submitting proposals must submit proposal no later than 3:30 p.m., **Monday, June 13, 2011** (See Item 6.5.3 concerning cost/fee proposal).

Questions, correspondence and proposals shall be directed to:

**Timothy Cody – Assistant Program Manager
Maintenance/Operations and Facilities
Mt. Diablo Unified School District
1480 Gasoline Alley
Concord, CA 94520
e-mail: codyt@mdusd.k12.ca.us**

1.2 RELATIONSHIPS AND RESPONSIBILITIES

The owner and contracting entity for the project is the Mt. Diablo Unified School District, under direction of the District's Superintendent of Schools. The project will be coordinated and managed through the office of the 2010 Measure C Program. Specific lines of authority, responsibility and accountability, with respect to duties and responsibilities, will be established through contract negotiations.

SECTION 2 - SELECTION PROCESS TIMETABLE

2.1 The following schedule provided for your information:

Proposals Submitted to District	June 13, 2011
Notification of Oral Interviews	June 17, 2011
Oral Interviews and Presentations	June 27, 2011
Contract Fee Negotiation	to July 22, 2011
Award by School Board	August 9, 2011

SECTION 3 - PROJECT DESCRIPTION

3.1 PROJECT SCOPE

Project estimated to consist of multiple phases as follows:

Phase I

Phase I shall consist of facility evaluation, site tours (to assess existing buildings, site elements, layouts, set-backs, occupancies, available area, ADA restrooms and play yards), data collection, site meetings and/or additional meetings with District staff necessary to:

1. Program conversion of existing Riverview Middle School campus to accommodate use at grade(s) 7 – 12.
2. Program conversion of existing elementary schools, Shore Acres, Rio Vista, Bel Air, Delta View to accommodate use for grade(s) K – 6
3. Program vacant property (currently known as Alves) to accommodate new school grade(s) K up to 8.

For the purposes of this request and Phase I work, firms shall anticipate programming based as follows:

• Riverview (7 – 12) estimated projection	1,175
• Shore Acres (K – 6) estimated projection	591
• Rio Vista (K-6) estimated projection	460
• Bel Air (K-6) estimated projection	531
• Delta View (K-6) estimated projection	813
• Alves/Bay Point (K-5) estimated projection	425
• Alves/Bay Point (K-6) estimated projection	500
• Alves/Bay Point (K-8) estimated projection	875

Projections provided by Research and Evaluation (4/7/10). District reserves the right to adjust projections during initial programming. Submitting firms advised programming might include multiple iterations based upon budget considerations and input from staff.

Phase II

Provide detailed draft report in electronic format, including but not limited to the following:

1. Existing facility data
2. Schematic Drawing(s) (11 X 17)
3. Anticipated facility use, including but not limited to:
 - a. Basis of projection (including any calculations/criteria)
 - b. Anticipated usage break-down identifying classrooms, specialty rooms, administrative areas and athletic facilities (were applicable).
 - c. Capacities
 - i. Baseline capacity by grade level and based on Phase I projection(s).
 - ii. Provide capacity based on implementation of class size reduction and/or preparatory periods as applicable (including any assumptions/criteria).
4. Estimate of construction costs for facilities identified in Phase I. Estimate shall include but not be limited to the following:
 - a. **Construction** - to include demolition of existing as well as renovation and/or installation of new facilities as required to support programming. New buildings/mechanical rooms shall match existing conventionally constructed buildings at each site, as much as possible.
 - b. **Utility work** – where required to support programming. Including but not limited to include extension of gas, water, sewer, electrical power, fire alarm, solar, intercom and security and electronic communications services. Additionally, District is moving towards “Green Technologies”. Any subsequent work shall have capability to incorporate, as appropriate.
 - c. **Site work** - to include grading, paving, and fencing areas adjacent to incorporate into existing school layout, and maintain drainage and security.
 - d. **Other** – Any other tasks necessary for a complete project.
5. Estimated Modernization/Construction Timeline (By site)
6. Once changes incorporated and approved by District, provide electronic and six (6) hard copies of final report.

3.2 SCOPE OF SERVICES

District anticipates a full complement of professional architectural services to be provided by selected firm, including but not necessarily limited to the following:

- 3.2.1 Site Investigation - to include a comprehensive review of site and District plans. As well as, review of existing as-built site information.
- 3.2.2 Facilitate Program Meeting(s) – to include any required meetings with District site, District administration (Dent and 2010 Measure C) and any state, county or local users (example: County Health, Ambrose Park and Recreation).

- 3.2.3 Schematic Design_ to include a complete set of schematic drawings for discussion within the District. Any design must anticipate the need to meet Division of State Architect (DSA), county and/or other agencies deemed as having potential jurisdiction over potential work.
- 3.2.3 Executive Presentation(s) – if requested, selected firm shall anticipate presentation of all work products to Board and/or 2010 Measure C – Over-site Committee.
- 3.2.4 Develop written programming indicating special requirements, number of staff and their responsibilities, status of existing restrooms to meet access compliance, or recommendations on improvements required to meet Title 24 including requirements for power, low voltage and HVAC.
- 3.2.5 Develop program preliminary floor plans indicating locations and size of program special requirements of interior and exterior areas
- 3.2.6 Support District with developing project schedules.
- 3.2.7 Provide recommendation addressing need to submit to DSA
- 3.2.8 Develop a conceptual estimate.
- 3.2.9 Successful respondent will be required to utilize “CONSTRUCTWARE” for document control. District may provide one license for the duration of this project. Should respondent feel additional access is require to complete work, licenses are available for approximately \$950.00 each.
- 3.2.9 Exclusions:
 - Topographic survey
 - Development of CEQA documents or mitigation measures. However, District reserves the right to request update which incorporates any recommendations’ of District CEQA consultant
 - DSA and/or Local Fire Authority Fees
 - District acknowledges exclusion of any fees and/or associated DSA costs. Typically, unless approved in advance, payment for DSA fees will be issued directly from District.

Services provided under previous headings should be substantially identical to those identified by the American Institute of Architect, with any minor modifications necessary to meet District requirements.

SECTION 4 - PROJECT SCHEDULE

Time is of the essence on this project. Proposal shall contain firms anticipated project lifecycle schedule and minimally indicate the following:

- Site Investigations
- Anticipated Site Programming Meetings
- Delivery of Draft Report
- Delivery of Final Report

For this section, submitting firms shall anticipate concurrent execution of work as identified in Section 6.5.2 (See Section 6.3 for additional details.)

SECTION 5 - FUNDING SOURCES

Funding source will be Mt. Diablo Unified School District.

SECTION 6 - PROPOSAL FORMAT

MDUSD will utilize a selection process for this Qualification Statement, which minimizes time and expense required for you to prepare your Qualifications Statement. Respondents are encouraged to be as brief and concise as possible, avoiding standardized or boilerplate information. To promote this, many of the formatting decisions have been established for you are outlined below.

Your Qualification Statements shall be comprised of single-spaced and numbered pages (8 1/2" X 11" Maximum page size). Include in your package a graphic cover, cover letter (2 page minimum), table of contents and blank section dividers (tabs). Additional information such as corporate brochures may be included but kept to a minimum.

The following pages detail instructions and order to be followed in preparing your proposal. **Please respond to all inquiries in order and format noted.**

6.1 GENERAL – PART I

- 6.1.1 Cover letter/Letter of Transmittal
- 6.1.2 Executive Summary (two page maximum) Section should contain a brief statement of the salient features, including conclusions and the most important reasons why your firm should be selected.

- 6.13 Project Team to include Organization chart showing all firms, responsibilities, and relationships, as well as the organizational relationship of individual team members

6.2 QUALIFICATIONS - PART II

6.2.1 Firm Experience

Describe all similar projects completed by your firm or by members of your staff while employed by other firms. Include photographs, plans, etc. Limit information to post-1995 projects of similar scale and planning concept (in California), indicating program summaries and cost. Serious consideration will be given only to those firms who can clearly demonstrate successful past experience on similar projects.

6.2.2 Project Team

Identify all staff members to be committed to this project. Brief summary resumes of principals, project manager, and other key staff scheduled to participate. Detailed resumes should be included as part of Section 8. For all major team members note approximate level of commitment (as a percentage of Full Time Equivalent (FTE)) from beginning to completion of contract documents. Example: John Jones, Project Manager, .3 FTE over the five month schedule. This is the equivalent of 260 hours (.30) (2,080) (5/12). There will be no change in key personnel once proposal submitted, without prior written approval.

6.2.3 References

Provide a minimum of three references, including name, address, and telephone number, of clients who can verify your performance on relevant projects.

6.3 TECHNICAL DATA - PART III

6.3.1 Schedule

Explain how your firm will achieve schedule goals for this project. Include a preliminary schedule indicating design phases, agency reviews, and District reviews anticipated and necessary to complete program planning and schematic design phase of the project as additionally outlined in Section 3.2.

6.3.2 Project Strategy and Methodology

Describe strategy and methodology to complete project, minimizing cost and maximizing economy and operational effectiveness.

Describe any innovative methodology to reduce ecological 'footprint' of proposed renovation.

6.3.3 Section 8 Responses to Questions

Responses to questions in Section 8.

6.4 ADDENDUM - PART IV

This section shall include submissions of any additional relevant technical data, not included elsewhere but considered pertinent to proposal.

6.5 COST PROPOSAL

6.5.1 Cost Proposal Guidelines

Cost proposal shall be submitted in a **SEALED** envelope. Envelope shall be clearly marked COST PROPOSAL, RFP number, date submitted and submitting firm. District reserves the right to reject proposals not meeting criteria.

6.5.2 Cost Outline

Include a detailed outline of all costs associated with completion of your firm's responsibilities for the project as outlined in the proposal. Costs shall include all meetings, travel, inspection and miscellaneous costs (including reimbursable items/allowance required) required for complete project. Separate line item shall be submitted for each of the following items:

Option 1. Program conversion of existing Riverview Middle campus to accommodate use for grade(s) 7–12.

Option 2. Program conversion of existing Shore Acres Elementary to accommodate use for grade(s) K–6.

Option 3. Program conversion of existing Rio Vista Elementary to accommodate use for grade(s) K–6.

Option 4. Program conversion of existing Bel Air Elementary to accommodate use for grade(s) K–6.

Option 5. Program conversion of existing Delta View Elementary to accommodate use for grade(s) K–6.

Option 6. Program vacant property (currently known as Alves) to accommodate new school grade(s) K to 5.

Option 7. Program vacant property (currently known as Alves) to accommodate new school grade(s) K to 6.

Option 8. Program vacant property (currently known as Alves) to accommodate new school grade(s) K to 8.

6.5.3 Payment Schedule

Provide a suggested payment schedule.

6.5.4 Rate Schedule

Provide average hourly rates, by name and title, of staff committed to this project and the firm's overhead rate and estimated expenses.

6.5.5 Submittal

The fee proposal shall be submitted at the scheduled interview in separate sealed envelope containing proposal for services.

At this time, District anticipates a single contract for all items identified in paragraph 6.5.4. However, District reserves the right to select a single or multiple firms to complete work anticipated. Additionally, District reserves the right to issue contract for any single or multiple combination of items identified in paragraph 6.5.4.

SECTION 7 - EVALUATION PROCESS

7.1 GENERAL

An evaluation team will evaluate all qualifying proposals. All requirements, identified in this RFP, must be satisfied to insure your proposal will qualify for consideration. The District desires to receive only proposals from firms who can demonstrate excellent operational and technical qualifications.

A point evaluation system will be used to evaluate proposals. Evaluation categories include (but are not necessarily limited to: technical compliance to the specifications outlined in the RFP; demonstrated competence; personnel experience; and conformance to the proposal format specified in the RFP. Points are pre-assigned to each category, in accordance with District's view of relative importance. At the completion of the evaluation, a total point value will be compiled for each proposal.

Based on total point value, fee/cost proposal will open and evaluated for accuracy and compliance with applicable industry standards for K-12 A/E services. District reserves the right to negotiate fee proposal or issue contract in the best interest of District. Should parties fail to agree with fees, or terms of agreement, the District reserves the right to enter into negotiation with next (highest) rated proposal. Upon execution of agreement, unsuccessful firms may request, in writing, return of unopened fee proposal.

7.2 PROPOSER APPRAISAL

Previous clients of each firm may be approached with specific questions regarding performance. Clients selected will be those projects are comparable to that described in this RFP. Responses to these questions will be used as part of the evaluation process.

7.3 EVALUATION CRITERIA

The evaluation process will allow the Selection Committee to identify proposal that most nearly meets the needs of MDUSD. The evaluation process has been structured to allow evaluation points to be awarded for specific requirements and services as long as these services meet the need and satisfy the intent of the RFP. Scoring will be based on Selection Committee's assessment of your proposal's compliance with requirements and intent of RFP.

The following criteria will be used by the Selection Committee to evaluate all proposals. The order listed does not imply order of importance.

- 7.3.1 Experience and Qualifications of submitting firm.
- 7.3.2 Demonstrated ability to provide the type of product requested by the District.
- 7.3.3 Responsiveness to objectives of the District, as outlined in this RFP.
- 7.3.4 Timely schedule and demonstrated ability to meet District's schedule
- 7.3.5 Willingness and demonstrated ability to work effectively with the District.
- 7.3.6 Sound, logical, and efficient approach/methodology for satisfying the District's objectives.

The evaluation of proposals will be conducted in two phases. Phase I will evaluate proposals in terms of their ability to satisfy the requirements outlined in the RFP. Only firms considered by MDUSD to be most qualified will be interviewed. At the conclusion of interviews, a firm will be recommended, fee proposal opened and firm scheduled for any contract and fee negotiation necessary.

The evaluation components of each phase are listed below with percentages identifying relative weight of each component within that phase of the evaluation process:

Qualifications and Experience	30%
Scope of Work	20%
Technical Approach	20%
Response to Questions/General Responsiveness	15%
Oral Presentation	15%
	100%

Specific evaluation criteria and scoring sheets will be developed for each of these components. A brief description of each component follows:

Qualifications and Experience - This component analyzes your firm's performance on similar projects and the experience level of key personnel proposed for this project. The evaluation will be based on resumes and information from previous clients (as identified by your firm or by other sources). Experience relates to the overall assessment of your firm's assigned personnel. Evaluation will be based on information provided in the RFP, by current and/or previous clients, and on the Selection Committee's assessment of potential assigned personnel. The District anticipates no less than five (5) years relevant experience related to the programming, design and execution of like facility renovations and new construction, with experience in a K-12 environment. Additionally, firm and any sub-consultants must be licensed by the State of California to practice in their respective fields of specializations.

Scope of Work/Technical Approach - This component analyzes your ability to satisfy the District's requirements, i.e. depth, breadth, innovation, etc. Ability to provide schematic plans required to comply with the latest and most current laws, codes and standards of applicable fields pertaining to the project.

The following lists are a minimum of the applicable laws, codes and standards to which the plans and specifications are to comply, others may also be applicable and are the responsibility of the architect/engineering firm to ensure that all aspects of the project comply.

Laws/Codes

- Federal
- State
- County
- Local
- Environmental
- Building
- International Commerce Codes (ICC)
- California Building Codes (CBC)
- ADA
- National Electric Codes

Standards

- National Sanitary Foundation (NSF)
- Association of Mechanical Engineers (mechanical and plumbing)
- International Association of Plumbing and Mechanical Officials (IAPMO)
- American Red Cross (ARC)

Response to Questions/General Responsiveness - Answers to the questions in section 8 will be evaluated according to the level at which they demonstrate ability to meet the technical requirements of the project. Additionally, the overall proposal will be evaluated as to logic, order, level of appeal, and accuracy.

Oral Presentation - This component analyzes your professionalism and the effectiveness of any presentation aids used during your oral presentation.

SECTION 8 - QUESTIONS

The questions provided in this section will be used to evaluate your proposal. Resumes and brochures shall be included in this section. If the proposal includes services or features that are not covered by the questions, you may include a description of those items. If a question is not applicable to your proposal, indicate by the use of "N/A" in the answer blank. The evaluation process will not provide credit for services, capabilities, or features, which are not clearly shown in the proposal. Include your firm's name at the top of each page on the line provided for that purpose. Answer all questions as fully as possible.

1. Has your firm previously provided contract services for similar projects?
 Yes No
2. Will the assigned personnel have current experience in the planning and design of public school facilities in California? [
 Yes No

List names of assigned personnel; identify which school projects each individual worked on and the time frame when project was completed.

3. Provide general information including a short history of your firm, incorporation information, and services provided. Identify types of projects, dates, names, addresses, and phone numbers of clients served. Include a statement about your

firm's ability to expand your services and any other information that may be beneficial to the District in evaluating your firm competitively.

4. Describe briefly your strategy and methodology to achieve facility user satisfaction? District's satisfaction?
5. Can your firm provide insurance as required by the District and described below?
[] Yes [] No

INSURANCE

Architects shall maintain in force, during the full term of the contract, insurance described below. The Architect/Engineer is not required to provide proof of insurance until final selection and negotiations begin. Firms that fail to provide required insurance at that time may be eliminated during contract negotiations.

1. Workers Compensation, with Employer's liability limits not less than \$1,000,000.00 each accident.
2. Comprehensive General Liability Insurance with limits not less than \$1,000,000.00 each occurrence combined single limit for bodily injury and property damage, including contractual liability, personal injury, independent contractors, broadloom property damage, products and complete operations coverage;
3. Comprehensive or business automobile liability insurance with limits not less than \$4,000,000.00 each occurrence combines single limit for bodily injury and property damage, including owned, non-owns and hired auto coverage, as applicable;
4. Professional liability insurance with limits to \$1,000,000.00 each occurrence for errors or omissions arising out of all professional services performed under the contract.

Comprehensive general liability, comprehensive and business automobile liability insurance policies shall be endorsed to provide the following:

1. Name additional insureds the Mt. Diablo Unified School District its officers, agents, employees, and members of commissions.
2. Policies shall be primary insurance to any other insurance available to the additional insureds, with respect to any claims arising out of this contract, and insurance applies separately to each insured against whom claim is made of suit is brought.

All policies shall be endorsed to provide thirty-(30) days advance written notice to District of Cancellation, non-renewal or reduction, mailed to the address specified for notice to the District.

Certificates of insurance, in form and with insurers satisfactory to District, evidencing all coverage's above shall be furnished to the District prior to the award of contract and before commencing any operations under this contract, with complete copies of policies promptly delivered to project manager upon request.

SECTION 9 - ADMINISTRATIVE INFORMATION

9.1 ECONOMY OF PREPARATION

In support of initiative to reduce paper waste and to the maximum extent allowable by law and regulation, District anticipates this proposal process to electronic in nature. Proposal shall be prepared simply and economically, providing concise information about your firm's capabilities to satisfy the requirements of this RFP. Elaborate bindings, colored displays, and promotional material are not necessary. However, technical literature relating to your experience and qualifications may be included. Emphasis shall be on completeness and clarity. To expedite the evaluation process, it is essential that specifications and instructions outlined in the Proposal Instructions, Section 6, are **followed exactly** to expedite the evaluation process.

9.2 PROPOSAL SIGNATURE

If the proposal is made by an individual, it shall be signed, including the full name and address of the individual. If it is made by a corporation or partnership, it shall be signed by a principal of the firm.

9.3 CONTACT BETWEEN FIRM AND DISTRICT

9.3.1 Interpretation of Documents

Questions regarding the contents of the RFP shall be submitted, in written form (electric transmission preferred) and must be received no later than **Tuesday, June 7, 2011.**

Submit questions to:

Timothy M. Cody, Assistant Program Manager (codyt@mdud.k12.ca.us)

2010 Measure C

Mt. Diablo Unified School District

**1480 Gasoline Alley
Concord, CA 94520**

9.3.2 Addenda and Supplements to RFP

If it becomes necessary to revise any part of RFP, an addendum will be provided to all who hold RFP's. The District will not be responsible for any oral or other unofficial interpretation of any elements of the RFP or of its related documentation.

9.3.3 Withdrawals of Proposals

Unauthorized conditions, limitations, or provisions attached to a proposal will render proposal not in compliance and may cause its rejection. No oral, telegraphed, or telephoned proposals or modifications will be considered. The proposal may be withdrawn upon request, without prejudice, prior to, but not after the time indicated for receipt of submitted proposals, provided the request is in written form, has been executed by the firm or its duly authorized representative, and has been filed with the District.

9.3.4 Extension of Time

Extensions to prepare a proposal will not be authorized.

9.4 LATE PROPOSALS

Any proposal received after the specified due date and time **will** be rejected, and returned unopened.

9.5 REJECTION OF PROPOSAL

It is recognized that each firm may have developed its own methods of service delivery. It is not the District's intent to disqualify a firm due to variations in service delivery that do not affect quality and performance. Any proposal offering professional services of equivalent or better quality than that requested, and which meet the District's needs will receive full consideration.

The District reserves the right to reject any and all proposals received, or to negotiate separately with any source in any manner necessary to serve the best interests of MDUSD.

- The District may not award a contract solely on the basis of this request for proposal and will not pay for the information solicited or obtained. The information obtained will be used in determining the proposal that best meets the needs of MDUSD.
- Non-acceptance of any proposal will imply neither criticism nor deficiencies of the proposal. Non-acceptance of any proposal means that another proposal or alternative was deemed to be more advantageous to the District.
- All material submitted (except clearly designated as proprietary information) becomes the property of MDUSD and may be returned only at the District's discretion.

Proposals submitted become the property of MDUSD and may be reviewed and evaluated by any persons at the discretion of the District.

9.6 CONFIDENTIAL INFORMATION

Submitting firms hereby notified all documents are subject to dissemination consistent with applicable federal, state and/or local disclosure requirements. However, it is understood proposals made in response to this RFP may contain technical, financial, or other data where public disclosure would cause substantial injury to the proposer's competitive position or that would constitute a trade secret. If necessary to protect this data from disclosure, the proposer shall specifically identify the pages that contain such information, by properly marking the applicable pages and by inserting the following notice in the form of its proposal:

“**NOTICE:** The data on pages _____ of this proposal, identified by an asterisk (*) or marked along the margin with a vertical line, contain information which are trade secrets, disclosure of which would cause substantial injury to the proposer's competitive position. The proposer requests that such data be used only for the evaluation of its proposal, but understands that disclosure will be limited to the extent that MDUSD determines is proper under federal, state, and local law.”

The District assumes no responsibility for disclosure or use of unmarked data. In the event properly marked data are legally requested, the proposer will be advised of the request and may expeditiously submit to the District a detailed statement indicating the reasons it has for believing that the information will be used by the District in making its determination as to whether or not disclosure is proper under federal, state, and local law. MDUSD will exercise care in

applying this confidentiality standard but will not be held liable for any damage or injury, which may result from any disclosure that may occur. Proposer agrees to assume and pay for all costs incurred by the District including attorneys fees awarded by the court if proposer requests District to resist disclosure of material provided to the District by proposer, provided the District determines that said materials are exempt under federal, state, or local law.

9.7 PROPOSAL COST

Cost for proposals and presentations are entirely the responsibility of the proposer and shall not be chargeable in any manner to MDUSD.

9.8 DISTRICT USE OF PROPOSAL IDEAS

MDUSD reserves the right to use any or all ideas presented. Selection or rejection of the proposal does not affect this right.

9.9 ACCEPTANCE OF REQUEST FOR PROPOSAL CONTENT

Submission of a proposal constitutes agreement by the proposer to each and all of the terms, conditions, provisions, and requirements set forth and contemplated in this Request for Proposal and any attached documents.

9.10 ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful firm will become contractual obligations. Failure of the successful firm to accept these obligations in a subsequent contractual agreement may result in cancellation of the award.

9.11 DISTRICT FACILITIES AND RESOURCES

The architect will be required to use his/her own office and facilities. Use of District facilities such as desks, telephone, and conference space will not be available. MDUSD will provide staff as necessary for coordination. The architect will be required to be on site during the contract period as defined in the Owner Architect Agreement.

No district resources such as personnel, facilities, or equipment will be allocated.

9.12 NON-APPROPRIATION OF FUNDS

Any contract resulting from this Request for Proposal is subject to appropriation of funds (by the School Board) for each fiscal year of services listed herein.