REQUEST FOR QUALIFICATIONS #MPCSD-2025-1001
ARCHITECTURAL SERVICES

NOTICE IS HEREBY GIVEN that Menlo Park City School District ("District") is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and designing services for projects under its Measure U Bond Program and other capital improvement projects.

Respondents to this RFQ should mail or deliver five (5) bound copies and one (1) electronic copy on a flash drive of their submittal, labeled "Statement of Qualifications – Architectural Services," as further described herein, to:

Menlo Park City School District
181 Encinal Ave.
Atherton, CA 94027
ATTN: Sandra Franco, Director MOT
RFQ #MPCSD-2025-1001

ALL RESPONSES ARE DUE BY 2:00 P.M. ON March 11, 2025. It is the sole responsibility of the Respondents to ensure that the Proposal is submitted on time to the District. Any submittal received after that date and time will not be accepted and will be returned unopened. **FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.**

Each submittal must conform and be responsive to the requirements set forth in this RFQ. The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ please submit them via email to **Sandra Franco, Director MOT**, at **MeasureU@mpcsd.org** before 4:00 p.m. on February 27, 2025. Answers will be posted on the district website by 4:00 p.m. on March 3, 2025.

RFQ RESPONSE SCHEDULE SUMMARY

The District reserves the right to change the dates on the schedule, set forth below, without prior notice.

DATE / TIME	EVENT
February 7, 2025	Issue RFQ #MPCSD-2025-1001 – Architectural Services.
February 20, 2025 at 2:00 p.m.	Informational meeting, non-mandatory
February 27, 2025 at 4:00 p.m.	Deadline for submission of written questions to District concerning RFQ #MPCSD-2025-1001.
March 11, 2025 at 2:00 p.m.	Deadline for all submissions in response to RFQ #MPCSD-2025-1001.
Week of March 17-21, 2025	Release of short-listed firms.
Week of March 24-28, 2025	Interviews of short-listed firms.

BACKGROUND

The Menlo Park City School District ("District") serves parts of Menlo Park, Atherton and unincorporated San Mateo County. Menlo Park and Atherton are located 27 miles south of San Francisco and 20 miles northwest of San Jose, on the edge of Silicon Valley, two miles from Stanford University. There are nearly 2,800 students, preschool through 8th grade, enrolled in the five schools that make up the District: the Early Learning Center preschool; Encinal Elementary, grades TK-5; Laurel Elementary School on two campuses - Lower Campus, grades TK-3 and Upper Campus, grades 3-5; Oak Knoll Elementary, grades TK-5; and Hillview Middle School, grades 6-8. The District recently completed a new Facilities Master Plan (FMP) that is posted on their website. Please review this FMP to ensure you are familiar with the projects that are included.

In November 2024, the voters approved Menlo Park City School District's Measure U authorizing $123.6 million to upgrade Encinal, Laurel, Oak Knoll and Hillview schools, improve campus security, upgrade seismic safety, replace/repair aging buildings, acquire classroom air conditioning, and modernize learning technology.

Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on an as-needed basis for projects. This Request for Qualifications ("RFQ") defines the architectural services sought and generally outlines the District's requirements. Respondents to this RFQ shall submit a completed Statement of Qualifications ("SOQ"). The District intends to select a pool of qualified firms for future consideration to provide architectural services for certain future projects.

INFORMATIONAL MEETING

A non-mandatory Informational Meeting will be held via Zoom to familiarize potential responders with the goals, potential projects and conceptual schedule of this program. To receive the meeting link, participants must email a request to **Sandra Franco, Director MOT**, at **MeasureU@mpcsd.org.**

POOL OF QUALIFIED APPLICANTS AND RECERTIFICATION

The District will maintain a pool of qualified architectural firm applicants. The District intends to select a small pool of architectural firms that would be pre-qualified for selection for specific projects. The pool shall qualify architectural firms for projects of several size and focus categories.

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 pools of prequalified firms, at the sole discretion of the District. Additional firms may be added to the pools, at the District's sole discretion, as the District determines the need for additional services.

SCOPE OF SERVICES

Any firm selected based on this RFQ process must be capable of providing full architectural services through the design, construction, and closeout phases of any and all selected projects. The architect will also prepare budgets for selected projects and meet, as needed, with District staff and consultants, school and neighborhood organizations, and upper-level District administrators.

The District's form of Agreement for Architectural Services ("Agreement") is distributed with this RFQ as **ATTACHMENT A** and incorporated herein by this reference. The exact scope of services, however, will be negotiated with the selected firm and finalized in any resulting contract.

LIMITATIONS

This RFQ is neither a formal request for bids nor an offer by the District to contract with any party responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District 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 the District.

The submittals and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, submittals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all respondents. Furthermore, the District will have no liability to the respondent or any other party as a result of any public disclosure of any submittal or supporting material.

FULL OPPORTUNITY

No respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of the contract. The District also affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business

Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to respond to this RFQ.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process, or the award of the contract with any member of the District, Board of Education, Selection Committee, or any member of the Citizens' Bond Oversight Committee. Any such contact shall be grounds for the disqualification of the entity submitting a response.

INSTRUCTIONS FOR SUBMITTALS

A. FORMAT REQUIREMENTS

Respondents must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format with font no less than 11 point font size. Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc.

Submittals shall be no more than thirty (30) pages in length. This page limitation excludes front/back covers, divider sheets/tabs, and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

Provide five (5) bound copies and one (1) electronic copy of the submittal. The electronic copy will only be accepted via a flash drive in the following programs: Microsoft Office Suite or PDF.

B. CONTENT REQUIREMENTS

1. COVER LETTER

- Provide a letter of introduction signed by an authorized officer of the firm. Clearly identify the individual(s) authorized to speak for the firm during the evaluation process. If the respondent is a joint venture, duplicate the signature block and have an authorized officer sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- State the type and size of projects for which your firm would like to be considered.
- Describe the bandwidth and availability of your firm for projects in this Program.
- Respondent must include one (1) of the follow statements:

  "[INSERT FIRM NAME] received a copy of the District's form of Agreement for Architectural Services ("Agreement") attached as ATTACHMENT A to the RFQ. [INSERT FIRM NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has no objections to the use of the Agreement."

OR

"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Architectural Services ("Agreement") attached as ATTACHMENT A to the RFQ. [INSERT FIRM NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has objections to the use of the Agreement, as listed in this Submittal."

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Respondent shall certify that no official or employee of the firm has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: *"By virtue of this submission, [INSERT FIRM NAME] declares that all information provided is true and correct."*

2. BUSINESS INFORMATION

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support).
- Location of office where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. RELEVANT QUALIFICATIONS

Please provide any relevant qualifications listed below that apply to your firm. We understand that your firm may not have all the experience noted below and that will not disqualify you from selection.

- Describe your experience with DSA and working within the DSA processes.
- Describe your firm's experience with the Office of Public School Construction ("OPSC") and working within the OPSC processes.
- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
- Describe the approach to conformance with federal/state/local applicable code requirements, including Title 24 of the California Code of Regulations.
- Describe your firm's experience with waterproofing buildings.
- Describe your firm's experience with design-to budgets and construction cost reduction measures such as, but not limited to, value engineering.
- Describe your experience with sustainable design, LEED, and approach to designing energy efficient schools or similar facilities.
- Describe your experience with pre-checked designs, including lunch shelters, giving specific project details.
- Describe your firm's approach to modernization projects versus new construction projects. Please provide examples of new construction projects that involve partial site reconfiguration while leaving certain active buildings in place.
- Describe your firm's experience with pre-design campus efficiency and re-organization planning for existing school sites.
- Describe your experience in designing pods or clusters of classrooms that integrate a shared common area with flexible and collaborative spaces.
- Describe your experience with designing school campuses with classrooms for TK, K-5, and 6-8 grade students, ensuring age-appropriate learning environments and campus layouts.
- Describe your experience with and approach to designing safety and security upgrades for schools or similar facilities, including secure front entry, fire alarm, camera systems, and door access.
- Describe your experience with new HVAC systems, all electric heat pump systems, and/or adding cooling to classrooms that already have furnace heating. Provide specific project examples.
- Describe your experience with energy projects including solar, battery storage, EV chargers, and electric service upgrades. Please include project examples and detail how these projects are related.
- Describe your experience with development of District Standards and/or Education Specifications.

4. PROPOSED PROGRAM TEAM

The selected firm shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the architectural services.

Identify the key personnel you would assign to the District's Program for each phase of work, including their roles. Describe for each his or her experience with public school construction projects, including identifying those projects for the past five (5) years. The District expects that the team shall remain intact through the duration of the project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

5. RELEVANT EXPERIENCE AND REFERENCES

- Provide information about prior services furnished by your firm in the last ten (10) years for a minimum of five (5) K-12 educational projects, and list the following for each project:
    - District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
    - Project name and location.
    - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
    - Square footage.
    - Main program elements.
    - Original budget, bid amount & final amount at close-out.
    - Number of RFI's and Change Orders.
    - Project delivery method utilized.
    - Briefly state relevance of the project for consideration in this RFQ.
    - Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
    - Key individuals of the firm involved and their roles in the project.
    - Any sub-consultants that worked with the firm.
- Identify any and all K-12 educational projects that have not been closed-out by DSA and provide explanation.

6. LITIGATION HISTORY

- Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled claims history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome.
- Provide a comprehensive five (5)-year summary of any claims (whether or not pursued through litigation) in which your firm has been involved. Provide details as to the

parties involved, the scope and nature of the claim, the status of the claim, and the outcome of the claim, if any.

Responses failing to provide the requested information on litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

7. FEE INFORMATION

Provide fee information, including, at a minimum, hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). The final scope of services and not-to-exceed fee will be negotiated in any resulting contract.

8. COMMENTS TO FORM OF AGREEMENT

A form of the long form Agreement and short form Agreement has been distributed with this RFQ as **ATTACHMENT A**. The final form of the Agreement will incorporate the final scope of work and final fee, which shall be negotiated with the successful proposer. **As noted above, any proposed changes to the form of Agreement must be identified in respondent's submittal; undisclosed change requests may not be entertained.**

EVALUATION AND SELECTION

The District's Selection Committee will evaluate all submissions. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

A. CRITERIA

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar services;
- Experience and results of proposed personnel;
- References from clients contacted by the District;
- Technical capabilities and track record of project results;
- Value of services under proposed fees; and
- Overall responsiveness of the submittal.

B. INTERVIEWS

The District, at its sole discretion, may elect to interview one or more firm(s). If a firm is requested to come in for an interview, the key proposed Program staff will be expected to attend the interview. The interview will be an opportunity for the District's Selection Committee to further inquire as to the firm's suggested approaches to the projects and the issues identified in this RFQ. **Any comments or objections to the District's form of Agreement attached to this RFQ as Attachment A may be the subject of inquiry at the interview.**

C. DISTRICT INVESTIGATIONS

The District may perform investigations of respondents that extend beyond contacting references identified in the submittals. The District may request a firm to submit additional information pertinent to the review process, and the District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

CREATION OF POOL AND AWARD OF CONTRACT

After the interviews, if any, the Selection Committee will create a pool of qualified firm(s). The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any response to this RFQ.

The District reserves the right to contract with any entity responding to this RFQ for all or portions of the above-described services, to reject any submittal as non-responsive, and/or not to contract with any respondent for the services described herein. The awarding of contract(s) is at the sole discretion of the District.

THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!

ATTACHMENT A

Form of Agreement

To be attached.