

REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES

The Santa Barbara Unified School District ("District") is seeking statements of qualifications/proposals from qualified persons or entities ("Responders") to perform architectural services for a new Career Technical Education (CTE) Center and potential multi-use facility. The primary facility will support career and technical education programs aligned with regional workforce development needs and serve high school students, adult learners, and other future programming.

Statements/proposals in the prescribed form must be received by June 23, 2025, by 2:00 p.m. at the Santa Barbara Unified School District Administration Office, 720 Santa Barbara Street, Santa Barbara, California 93101. Attention: Marina Verdian

The Request for Proposals (RFP) will be on file and available to view, download, or purchase at www.cybercopyplanroom.com and through the District website at www.sbunified.org. Additional information may be obtained by contacting the Santa Barbara Unified School District, attention Marina Verdian, Director of Facilities and Operations, 724 Santa Barbara Street, Santa Barbara, CA 93101; 805-963-4338 X 6238 or mverdian@sbunified.org

The Santa Barbara Unified School District reserves the right to reject any and all submissions at its discretion.

BY THE ORDER OF THE BOARD OF EDUCATION OF THE SANTA BARBARA
UNIFIED SCHOOL DISTRICT

By: Marina Verdian, Director of Facilities and Modernization

Published: May 22, 2025, May 29, 2025.

SANTA BARBARA UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL

**PHASE 1 PLANNING & DESIGN SERVICES FOR
THE ARMORY CAREER TECHNICAL EDUCATION
AND MULTI-USE FACILITY
SBUSD #14-24/25**

**SANTA BARBARA UNIFIED SCHOOL DISTRICT
724 Santa Barbara Street
Santa Barbara, CA 93101**

Date Issued: May 22, 2025

Deadline for Submittal of Qualifications/Proposals: June 23, 2025, 2:00 p.m.

A. PROJECT INFORMATION

The District is a public school district which serves approximately 12,000 students at 18 elementary and junior and senior high schools. A list of sites and District information is available on the District Web Site (www.sbunified.org/schools/).

The Santa Barbara Unified School District (“District”) is seeking statements of qualifications/proposals from qualified persons or entities (“Responders”) to perform architectural services for a new Career Technical Education (CTE) Center and potential multi-use facility. The primary facility will support career and technical education programs aligned with regional workforce development needs and serve high school students, adult learners, and other future programming.

The proposed development site is a 4.7-acre property located at 700 E. Canon Perdido Street. In addition to the core educational facilities, Responders may also propose an alternate concept that includes employee housing on a portion of the site. This optional component should be presented as a separate concept, recognizing that the design and planning for educational and residential facilities may involve different considerations.

The District’s goal is to create a state-of-the-art, flexible, and future-ready learning environment that meets the evolving needs of the community.

- Estimated Project Cost: \$300,000.00
- Funding Source: Measure I 2016 – Bond Funds

B. KEY DATES

Issuance of RFP	<u>May 22, 2025</u>
Deadline for Questions	<u>June 5, 2025</u>
Issuance of Addendum/Answers to Questions	<u>June 9, 2025</u>
RFP Submittal Deadline	<u>June 23, 2025, 2:00 PM</u>
Interviews (Optional)	<u>June 26, 2025</u>
Selection of Best Value Proposal	<u>June 30, 2025</u>
Contract Award	<u>July 16, 2025</u>

C. GENERAL INFORMATION

- A. The district will not reimburse for time or costs associated in preparing proposals or attending interviews.
- B. All statements of qualifications must be signed in blue ink by an authorized officer of the firm submitting the proposal.
- C. Each organization must submit one original and six copies (all hard copies).

- D. The district, at its discretion, may conduct interviews of any firm submitting a response or may request additional information in order to make a fully informed decision.
- E. A responsive firm will meet the 3% DVBE goal set by the state or show good faith effort to meet the goal.
- F. The district reserves the right to reject any and all submissions.
- G. The district may give priority points in scoring firms with an office within the boundaries of the Santa Barbara School Districts or the tri-county area (Santa Barbara, San Luis Obispo & Ventura Counties)
- H. The district will not pay for any costs associated with the selected architect's office being out of town.
- I. Proposals shall be accepted until 2:00 PM, June 23, 2025. All proposals received after that date will be returned unopened and not considered. Respondents assume the risk of any delay in mail or handling by a delivery vendor.
- J. The district adopted a 2025 Facilities Master Plan and information about the district and the plan is located on the district website: www.sbunified.org

D. SUPPLEMENTAL INFORMATION

The project will be completed in four phases:

- Phase 1 - Planning & Design
- Phase 2 - Pre-Construction & Permitting
- Phase 3 - Construction
- Phase 4 - Post-Construction

Each phase advances the project from initial planning through construction to final completion and operational readiness. The selected Responder will be required to perform Phase 1 of architectural services, which includes the following items.

- A. **Site Analysis:** Conduct a feasibility study of the Armory property, including an analysis of projected District student enrollment over the next 10 or more years. Evaluate site conditions, estimated costs, legal requirements, community impact, and alignment with long-term District goals.
- B. **Community Engagement:** Facilitate engagement sessions with key District stakeholders and the broader community to gather input on site use and priorities.
- C. **Conceptual and Schematic Design Development:** Develop conceptual and schematic design options for the Armory site and other District-owned properties as needed. Deliverables may include preliminary plans, visuals, and supporting documents for Board consideration.

Outcome of Phase 1: Provide recommendations to the Board on potential uses for the Armory site and development scenarios to inform a future Districtwide Facilities Master Plan. Recommendations shall also identify implications for the District's

broader facilities planning process, including how the Armory site integrates with Districtwide enrollment trends, career education goals, and site capacity.

Deliverables May Include:

- Executive summary of findings and recommendations
- Schematic site diagrams (minimum two scenarios)
- Stakeholder engagement summary
- Planning-level cost estimates
- Draft presentation materials for Board use

Compensation: Compensation for Phase 1 services will be established as a fixed fee or hourly rate with a not-to-exceed cap, consistent with the scope of planning, analysis, and preliminary design work. Phase 1 will conclude at the schematic design level.

Any subsequent design development, DSA preparation, and construction documents will be contracted separately as part of Phases 2–4, pending Board approval.

E. CONTENTS OF PROPOSAL FOR REQUEST FOR QUALIFICATIONS

All proposals shall address the following items, in the order listed below.

- A. **Description of firm:** Provide background information regarding size, location, work history and organization of the firm.
- B. **Experience as related to the project:** Provide a detailed summary of experience in programming, planning, and providing services for modernization and additions construction projects. List a minimum of three references from school districts. Describe your firm's experience in dealing with state agencies as it relates to public school construction. Describe your firm's success in staying within budget. Describe your firm's record as it relates to change orders, including design deficiencies, discovery items and owner requested changes.
- C. **Qualifications of Firm's Personnel:** Identify key personnel for the projects, their relationship in the organization, a resume of their qualifications and related experience in modernization and additions construction. Prior to final selection, the district will require copies of plans and specifications for a related project, produced by the identified project architect(s).
- D. **Consulting Engineers:** List the structural, electrical, mechanical, civil, or other consultants proposed for this project.
- E. **Litigation History:** Describe all litigation, as it relates to design and construction, for the past five years. Litigation could be filed by an owner, owner's consultant or contractor against the firm, the firm's consultants, or firm's employees. Include the name of the project, the nature of the complaint and the resolution.
- F. **Additional Information:** Each firm is encouraged to provide additional information that is pertinent to the Request for Qualifications

F. SUBMITTAL INFORMATION

The deadline for submittals is identified in the Key Dates section on the Notice RFP. Submittals received after the deadline may be rejected. All submittals become the sole property of SBUSD and the content will be held confidential until the selection of a firm is made.

Submit sealed proposals clearly marked "SBUSD RFP" to the following location:

Santa Barbara Unified School District
Attention: Marina Verdian, Director of Facilities & Modernization
724 Santa Barbara Street
Santa Barbara, CA 93101

Questions or clarification may be submitted via e-mail to Marina Verdian at mverdian@sbunified.org. Questions must be received no later than the deadline identified in the Key Dates section of the Notice to RFP. Questions received after this deadline will not be answered. Timely questions received and answers will be posted on the district website facilities page on the date identified in the Key Dates section on the Notice to RFP.

G. SUBMITTAL REQUIREMENTS

All submittals shall be in the form and formatted as specified in this RFP.

Responder shall furnish one original and 6 copies of the submittal, plus one digital copy on a thumb drive. Content shall be tabbed and numbered per the item set forth in this Submittal Requirements section. Include a Table of Contents. The submittal should be responsive to each of the items set forth below. (All references to "you", "your," or "firm" mean the individual or entity submitting a Proposal.)

1. **Tab 1: Transmittal Letter**– All submittals should include a transmittal/introductory letter, setting forth the date and contact information of the Responder, signed by the principal who has the authority to negotiate with the District.
2. **Tab 2: Firm Identification and Background**
 - a. Provide:
 - i. the name of the legal entity and type of organization;
 - ii. the name, address and telephone number of the individual who has the authority to represent and make legally binding commitments on behalf of the firm;
 - iii. a brief history of the firm, including former names, number of years the firm has participated in construction;
 - iv. the contractor license number and a statement of whether license has been revoked or suspended within the last five years;
 - v. the Department of Industrial Relations Registration Number; and

- vi. a statement on bonding capacity and insurance coverage
- b. Describe how work will be coordinated in Santa Barbara, with reference to the firm's office location.
- c. Identify trades for which the firm is able to self-perform.
- d. State whether the firm has had any accidents in the past five years that resulted in a construction fatality on any projects and provide any details for each incident. Please state whether the firm has had any recordable injuries in the past five years and provide the average total recordable injuries for the past five years.
- e. Provide specific information on any termination for convenience, litigation settled or judgments entered within the last five (5) years, as well as any civil judgments within the last five (5) years.
- f. Identify if the firm or any employee of the firm is a party to an existing dispute with an owner, or owner's consultants, related to any project for which the firm provided construction services. If so, please describe the nature of the dispute and its anticipated outcome.
- g. Identify if the firm has ever filed a petition for bankruptcy. If so, please provide the date the petition was filed and identify the jurisdiction in which it was filed.

3. Tab 3: Experience Statement

- a. Provide a list of all lease-leaseback projects completed in the last five years. For each project, identify the owner, total construction cost, the key personnel who worked on such projects, and whether you were able to return any unused contingency to the owner.
- b. Provide a list of all California K-12 or community college construction projects completed within the last five years. For each project, identify the owner, total construction cost and the key personnel who worked on such projects.

4. Tab 4: Personnel - Identify all key staff to be involved with the Project. Provide a current resume for each key staff member, along with a statement of experience/expertise with regard to public school construction.

5. Tab 5: Consulting Engineers: - List the structural, electrical, mechanical, civil, or other consultants proposed for this project.

6. Tab 6: Additional Information: - Each firm is encouraged to provide additional information or materials that are pertinent to the Request for Proposal, including:

- a. Optional alternate concept for employee housing as part of the Armory site development,
- b. Approach to community engagement,
- c. Use of sustainable or cost-saving design strategies,
- d. Self-performance capabilities, and/or
- e. Safety awards or recognitions.

If submitted, this should be clearly labeled and described as a conceptual alternative, not required.

H. SELECTION CRITERIA

The following sets forth the criteria factors by which each submittal will be evaluated.

	Item	Description	Maximum Points	Firm's Points
1.	Submittal	Compliance with submittal requirements	Pass/Fail	
2.	Approach to Work	Demonstrates a clear, thoughtful strategy for delivering Phase 1 scope: site analysis, community engagement, and schematic design. Considers flexibility, responsiveness to District goals, and ability to meet timelines and budget constraints.	25	
3.	Key Personnel & Team	Qualifications and experience of proposed staff and consultants specific to educational facility planning and design. Includes relevant resumes and organizational structure.	20	
4.	Relevant Experience	Successful delivery of comparable public K–12 or CTE projects in California within the past 5 years. Includes experience with long-range planning, schematic design, and coordination with public agencies.	30	
5.	Understanding Community & Local Presence	Demonstrates awareness of the Santa Barbara context, and/or has a local or tri-county office. Proposes a meaningful stakeholder engagement strategy and shows cultural/educational alignment with the District.	10	
6.	Project-Specific Value Add	Includes clear, additional strengths such as safety record, ability to self-perform, use of sustainable practices, and/or value-added ideas such as the optional employee housing concept.	15	
	Total Points:		100	

The District will select the successful proposal based on the factors set forth in the chart above. Each factor will be evaluated as part of the best value score. The total score for each responder will be ranked, with the highest point total representing the proposal which provides the highest best value to the District. There shall be no minimum qualification score.

The District's Selection Committee will review, evaluate and score each proposal in accordance with the above factors. The points assigned to each factor will be based on the Selection Committee's evaluation and impressions of the responses and information received from Responders. Final selection of a Responder and contract award shall be at the discretion of the District and shall be made by the Board of Education.

Following its selection of the successful Responder, the District will notify all Responders of its intent to award a contract.

If the District is unable to successfully negotiate a Contract with the successful Responder which is satisfactory to the District, or if the selected proposer refuses or fails to execute the tendered contract, the District may award the contract to the proposer with the second highest best value score, if deemed in the best interest of the District. If that proposer then refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the third highest best value score, and so on.

I. OTHER INFORMATION

1. **Conflict of Interest:** The successful Responder 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 agreement, nor that any such person will be employed in the performance of any such agreement without immediately divulging of this fact to the District.
2. **District Rights:** The District reserves the right to: **(1)** Reject any or all submittals at its sole discretion; **(2)** Cancel the Request for Proposals; or **(3)** Modify any requirements contained within the RFP and request a revised submission from all Responders.

The District reserves the right to negotiate the scope and fee for all services. This RFP does not commit the District to negotiate or award a contract. District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP.

3. **No Oral Clarifications/Modifications:** The District will not provide any oral clarifications or modifications to the RFP or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFP. No Respondent shall rely on any oral clarification or modification to the RFP.

4. **Interviews (Optional):** Responders of the District's choosing may be invited to participate in an interview with a Selection Committee appointed by the District. Interviews will generally consist of the Responder's presentation (not to exceed twenty (20) minutes) and questions posed by the Selection Committee. Total time of each interview will not exceed one (1) hour. Any Responder invited to participate in the interview process shall have present at the interview its anticipated key personnel.

END OF RFP