

Request for Proposals (RFP #25-110625)
Master Agreement for Architectural/Engineering Services
Sacramento City Unified School District

The Board of Trustees of the Sacramento City Unified School District ("District") is seeking qualified architectural and/or engineering firms ("A/E") to provide three types of professional services over the next five (5) years, as that time may be extended: (1) full architectural/engineering planning and design services for the District's construction projects, (2) services, including development of criteria documents, for the District's design-build projects, and (3) specialty services requiring an architectural or engineering license. Respondents may submit their Proposals for any or all of the above categories of professional services. The District intends to select **one** primary firm to provide professional services for its design-build projects, and **multiple** firms for pools of firms that best meet the District's needs for the fuller A/E services and the specialty services described in this Request for Proposals ("RFP"), including the attached form Master Agreement. In general, the various firms selected for the pool as a result of this process will be placed on a list of A/E firms available to the District for future projects, which may include design-build support services if the primary design-build A/E is not available or selected for a particular Project. The criteria on which the District makes its determination will not be limited to the amount of the proposed hourly rate fees, but will also be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, as described herein.

I. Critical Dates

Submittal Due Date:

Proposals shall be submitted **electronically only** no later than **2:00 p.m., Friday, September 26, 2025**, as follows:

1. Email to **contracts@scusd.edu**. (If you have issues call (916) 643-2464)
2. Include in the subject line "Proposal under RFP #25-110625" and Respondent's name

Proposals submitted in any other manner, including any Proposal sent in hard copy, emailed to any other email address, or faxed, will not be considered. Proposals not received by the deadline will not be accepted. Please be advised that there may be a heavy demand at the deadline for submitting Proposals, and the District assumes no responsibility if the Proposer is unable to complete the upload of its Proposal by the deadline.

Proposals will not be opened/reviewed until the Proposal deadline. Respondents are responsible for ensuring that Proposals are complete. Proposals not received by the deadline will be returned unopened.

RFP Milestone Dates:

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| • September 2, 2025 | RFP Uploaded to District's web site ([website]) |
| • September 15, 2025 | District lead informational session - 10AM NON-MANDATORY <ul style="list-style-type: none">▪ Cesar Chavez Elementary - Community Room |
| • September 19, 2025 | Last day to ask a question/clarification – 2:00 PM |
| • September 23, 2025 | Addendum will be posted on the District's website |
| • September 26, 2025 | 2:00 pm – Proposals due (electronically) |
| • October 6, 2025 | Interviews, if District elects to conduct interviews |
| • October 10, 2025 | Notification of intent to award posted for selected firms |
| • November 6, 2025 | Board meeting to consider proposed awards |

II. Program Description

The project(s) will include repair, modernization, and/or new construction school facilities, such as, but not limited to:

- Repair and/or replacement of deteriorating portable classrooms with permanent classrooms.
- Modernization and/or installation of classrooms with current learning technology, infrastructure.
- Construction of new, energy efficient, classrooms and/or equipment.
- Repair and replacement of playgrounds and playground equipment
- Renovation and construction of physical education and career tech facilities.
- Repair and replacement of deteriorated roofs.
- Repair and renovation of district sites.
- Repair and replacement of deteriorating underground sewer and water lines.
- Repair, upgrade, and Improvements to campus security (fencing, safety alarms, intrusion, cameras, etc.).

The District's construction program includes design-build, design-bid-build, and lease-leaseback forms of procurement. The design services to be provided by the selected pool of A/E firms will include the design services necessary to support the particular form of procurement for construction services, including, for example, providing complete design services for design-bid-build projects and providing complete design services with preconstruction input from the selected lease-leaseback provider for lease-leaseback projects.

In addition to design services, the A/E shall provide construction administration services, which may vary depending on the size and complexity of the project as well as the form of procurement for construction services.

The design services to be provided by the A/E firm selected for the District's design-build projects will include, for example, preparing bridging documents/performance criteria for design-build projects and assisting with the solicitation process. The A/E may be requested to provide project administration services.

Specialty services are expected to be more targeted projects and likely will have greater variation in the scope of work required.

The A/E, whether in a pool of selected firms or the particular firm selected for design-build projects, will not provide program management or construction management services. The A/E is expected to work collaboratively and cooperatively with the District's facilities planner(s), construction manager(s), and construction administration consultant(s).

Award and commencement of any contract(s) resulting from this RFP shall be determined by the District on a project-by-project basis through issuance of a Service Order for the specific Project. For the A/Es in a pool of selected firms, prior to award and commencement of any Service Order, one or more A/E firms will be invited to submit a proposal for the particular project. A/E firms within a selected pool may not be invited to submit a proposal for all projects and will not be required to submit a proposal for all projects for which they are invited. In particular, the District will consider the size of the project, other projects on which the A/E is providing services to the District, unique needs of the project, qualifications of Key Personnel, any economy of scale, and other factors in identifying the firm(s) that will be invited to submit a proposal for any given Service Order. The hourly rate fee portion of the proposal for individual projects shall not exceed the fees submitted with the Proposal during the length of the Master Agreement.

The A/E will work under the direction of the District's representative Chris Ralston, Assistant Superintendent, or his designee.

III. Scope of Services

Attached as Exhibit A to this RFP is the District's Professional Services Agreement for A/E Services. This Agreement, together with its exhibits, sets forth the typical summary of services required for the project(s), although variations in the actual services may occur depending on the size and complexity of the particular project(s), as well as the nature of the procurement for construction services. The Service Order for any particular project will specify any change in the Basic Services required for the project.

For specialty services, the District may award one or more contracts for structural engineering, mechanical engineering, civil engineering, and landscape design. In addition, the District will consider awards for other specialty services such as playground/sports facility design, low voltage/communication/audio-visual design, performing arts facility design, career technical education (CTE) facility design, and other specialty services that may be identified by Respondents for which the District recognizes a potential need.

IV. General Required Qualifications

Extensive experience with the Office of Public School Construction, California Department of Education, Division of State Architect, Uniform Building Code and Title 24 of the California Code of Regulations is mandatory. In addition, the successful A/E firms shall have the following characteristics:

- a. Have experience with modernization, new construction, expansion, and renovation projects for California K-12 school districts, including successful completion of such projects on time and within budget. **More than half of proposed experience by the firm should be from Sacramento County School Districts with current proposed firm employees employed at the time the work was provided.**
- Have experience working collaboratively and cooperatively with the District, the District's authorized representatives, the District's program and construction managers, and the District's construction contractors, or similar personnel at other California school districts.
- Provide adequate staffing and resources, including Key Personnel with relevant experience.
- Have an established Quality Assurance/Quality Control program.
- For general A/E services, have experience with design-bid-build as well as lease-leaseback project delivery systems.
- Firms submitting a Proposal for design-build services must have experience with design-build project delivery systems, including progressive design-build.
- Firms submitting for specialty work should identify any specialty areas of expertise and projects reflecting that expertise, as discussed further under Section V below.

V. Proposal Format and Content

Proposals submitted in response to this RFP should be clear, concise, complete, and well organized and should demonstrate both Proposer's qualifications and its ability to follow instructions. In order to be considered for selection as A/E, respondent shall submit the following information **in the specified order with corresponding tabs**. **Failure to follow the format required may result in the District not identifying or scoring information, which is not in the required location.**

The Proposal cover should include the RFP's title and submittal due date, the name, address, email address, and telephone number of the proposing firm. The Proposal should include a table of contents with complete and clear listings of heading and pages to allow easy reference to key information. Please bookmark each section of the Proposal to correspond to the entries in the table of contents.

All materials submitted to the District in response to this RFP shall remain property of the District.

Proposals are limited to 30 single-sided pages total length (35 single-sided pages the extra 5 pages are only for Design Build section), **including** covers, table of contents, and resumes. **QR codes and links to websites and videos will not be considered.**

No more than one Proposal will be accepted from any Respondent. If a Respondent intends to propose on multiple types of services, all services should be identified in a single Proposal.

Body of Submittal

The following sections should be included in the order listed:

1. Letter of Introduction

A letter of introduction, including identification of the firm, mailing address, and physical address (local, if Respondent has multiple offices), and name, title, address, email address and telephone number of contact person during period of Proposal evaluation, signed by an officer of the firm submitting the Proposal, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for the project. State whether your firm is proposing for the pool of A/E firms, for the design-build A/E firm, for specialty work, or for a combination. The Letter must commit that Respondent will execute the District's Master Agreement, attached as Exhibit A to this RFP, if awarded a contract.

2. Firm Information

- a. Provide general information about your firm, and, if a joint venture, of each participating firm, including description and history of firm, years in business, name(s) of owner(s), home office location, local office location (if different), types of licenses held, number of employees (licensed professionals, technical support), primary business types and market areas. Identify the legal form, ownership, and principals of the firm. Provide a complete list of architectural and consulting services provided or offered by your firm.
- b. State if your firm is a small business (including microbusinesses) or Disabled Veteran Business Enterprise ("DVBE") certified by the California Department of General Services. The District encourages small businesses and DVBEs to submit Proposals and intends to award at least one Agreement to a small business/DVBE if the Respondent is deemed qualified.
- c. Describe how sub-consultants are used by your firm and to what extent work is performed in-house versus by a sub-consultant. Provide an organizational chart showing major components of the firm's organization, including the names of individuals in key positions, the names of Key Personnel and their roles, and any proposed sub-consultants. For proposed sub-consultants, identify the names of Key Personnel and identify if the sub-consultant is a small business or DVBE.

3. Statement of Approach or Methodology

3.1 Statement of Interest

Describe what interests you in working with the District.

3.2 Differentiators / Firm Experience

- a. Describe the firm's experience with state and other agencies involved in the planning, design, and construction phases for K-12 school projects. More than half of proposed experience by the firm should be from Sacramento County School Districts with current proposed firm employees employed at the time the work was provided.
- b. Describe your experience working with Construction Managers in design-build, design-bid-build, and lease leaseback delivery systems. Discuss your experience working with contractors providing preconstruction design and/or constructability review.
- c. Describe your firm's experience with the types of services for which you are proposing, including anything that differentiates your firm's experience.

3.3 Design Approach

Provide a general discussion of your design approach. That discussion **may** include responding to the following questions:

- How does your firm approach modernization projects versus new construction projects?
- How do you integrate flexibility to accommodate for future developments?
- How do you integrate design input from other parties, such as subconsultants, the Owner, or the contractor?
- How does your firm coordinate and interface between your firm's drawings and those of consulting professionals in order to achieve fully coordinated design and construction documents?
- What is your process to ensure that designs are efficient, cost effective to construct, and designed to the established budget, including your firm's experience with construction cost estimating and construction cost reduction measures such as, but not limited to, value engineering and bid alternates?
- What methods and approaches does your firm use to successfully meet completion deadlines, including examples?

3.4 Quality Control

- a. Describe your firm's quality control process to minimize the extent of errors and omissions of construction design documents.
- b. Describe your firm's implementation process for Lessons Learned on Past K-12 projects.

3.5 Sustainability / Energy

Describe your firm's approach to sustainability/energy management, which **may** include responding to the following questions.

- What is the firm's approach to and experience with energy management/conservation, integrated communications systems, "green buildings," and evaluating technology infrastructure?
- How has your firm handled keeping up to date regarding, and informing your clients of, code changes, including Cal Green requirements?

3.6 Construction Administration

Describe your project administration practices and procedures. Describe the process to be used to administer the construction phases, e.g., meetings, site visits, requests for information, etc. Your response **may** include responding to the following questions:

- What practices or procedures that you believe will be of particular value to the District?
- How do you process Requests for Information and what is your average response time?
- How do you evaluate request for project design changes and/or field clarifications? How do you determine the validity of and cost responsibility for change orders?
- What is your firm's experience with the DSA Construction Oversight Process, including the "DSA Box," and process for obtaining DSA certification?
- How do you insure efficient project completion, including your methods for reviewing and resolving punch list items and confirming that equipment and other elements of the project function properly?

4. Project Team/Roles and Responsibilities

Identify the Key Personnel you would assign to the District's project(s), including their roles. Describe each of his or her experience with architectural and engineering services for school construction projects, including identifying those projects for the past five (5) years. Provide resumes and list licenses for each person.

Note: Respondent is not committing that all Key Personnel will be available for every project. However, unavailability of Key Personnel may impact whether a Service Order is issued under the Master Agreement and loss of Key Personnel may cause the District to evaluate whether to continue the Master Agreement.

5. Specific Relevant Experience

For all proposers, describe specific firm experience with architectural and engineering services for K-12 public school projects in California in the last five (5) years. Respondent should focus on experience in Northern California and by the team proposed. Proposed teams **should have at least one (1) key personnel** with minimum five (5) years of experience completing projects in Sacramento City Unified, San Juan Unified, Elk Grove Unified, or Folsom/Cordova Unified. Respondents proposing for design-build services should highlight design-build projects, including specifying whether they were progressive design-build. Please include the following for each project:

- The form of project delivery – e.g., design-build, design-bid-build, lease-leaseback, other.
- Project scope, including the nature of the project (e.g., renovation, new construction, etc.), square footage, cost, completion date and role of firm.
- Project budget and examples of successful value engineering and other steps that maintained the budget without sacrificing quality.
- Whether the project was completed on time and within budget and, if not, why not.
- Project schedule development and maintenance, including specific examples of scheduling challenges and how your firm resolved them.
- Whether any of the projects have been phased during school occupancy while conducting renovation and new construction.
- Key individuals involved within the firm and their roles.
- Which sub-consultants worked with the firm.
- Contact person and telephone number at the district.

6. References

Please provide letters of recommendation from three (3) different schools or districts. Do not provide more than one (1) reference for the same project. Small business Respondents may provide fewer than three (3) references, but they should explain why three references are not available.

7. Conflicts of Interest

Identify any actual or potential conflicts of interest the firm has with the District. Such conflicts include, without limitation, a conflict between family, business, or financial interests of the firm and the services to be provided as a result of this RFP. Respondents that have had architectural or engineering contracts with the District in the past five (5) years or are part of the current A/E pool for the District should identify such contracts, but the existence of such contracts **will not** disqualify a Respondent from receiving award under this RFP. State if no conflicts exist.

8. Fee Proposal

The selected firms shall employ, at its expense, professionals (including employees and sub-consultants as necessary) properly licensed and skilled in the execution of the functions required for the architectural and engineering services of the projects. In order to have a distraction free experience allowing the full focus on the project and purpose, Sacramento City Unified uses a sliding scale for A/E project fees as follows and does not negotiate costs for services:

- Projects in value of less than \$8 million of approved construction costs will have a not to exceed 10% allowable fee based on construction contract amount. This includes all the services necessary to deliver an approved by all agencies set of plans, budget and scope adjustments, bidding support, construction administration, close out, including, but not limited to record drawings and an updated 1A map.
- Projects in value of \$8,000,001 through \$50,000,000 of approved construction costs will have a not to exceed 8% allowable fee based on construction contract amount. This includes all the services necessary to deliver an approved by all agencies set of plans, budget and scope adjustments, bidding support, construction administration, close out, including, but not limited to record drawings and an updated 1A map.
- Projects in value of \$50,000,001 or more of approved construction costs will have a not to exceed 6% allowable fee based on construction contract amount. This includes all the services necessary to deliver an approved by all agencies set of plans, budget and scope adjustments, bidding support, construction administration, close out, including, but not limited to record drawings and an updated 1A map.
- All project contracts will begin with a development construction budget for fee consideration and a one-time fee reconciliation after the board has approved the construction contract. No other fee adjustments will be permitted after that point.
- No add services will be accepted with changes in scope, fee will be based on construction costs only. Scope adjustments would be reflected in the construction costs, therefore, adjusting the fee appropriately.

Include your firm's hourly billing rates by position. This will be used for work not covered as part of any project or under the master agreement.

If any personnel have provided expert witness services, whether or not a dispute went to trial or arbitration, state their rates for such services. (Note: Respondents **are not** required to have personnel that have served as expert witnesses to submit a Proposal.)

9. Litigation / Insurance

- a. Is there any pending legal action alleging violation of the law or professional negligence in connection with any projects your firm is involved with? If so, please describe such pending action.
- b. Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.
- c. Has your firm been involved as a party in any litigation, including arbitration, within the last five (5) years? If so, please describe.
- d. Has your firm ever been fired / replaced by another architectural firm during a project? If so, explain, including whether your firm was replaced during design, construction, or some other phase. Do not include terminations for convenience where the project was not completed.
- e. Has your firm or any of the Key Personnel proposed in the Proposal ever had a professional license, credential, or registration suspended or revoked, or other disciplinary action taken against any such professional by an administrative agency with oversight responsibility over the professional, within the last ten (10) years? If so, please describe.
- f. Provide amount of errors and omissions insurance carried by your firm. Provide amount of liability insurance carried by your firm.

VI. Evaluation Criteria and Selection Process

1. Evaluation Process

Proposals will not be opened before the due date and time. After the deadline, Proposals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing Respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be released to members of the public if specifically requested under the California Public Records Act after the District announces its intent to award agreements under this RFP.

The District reserves the right to request additional information at any time, in writing or otherwise, which, in its sole opinion, is necessary to assure that the firm's competence, professional qualifications, number of qualified employees, and business organization are adequate to perform the required architectural and engineering services for the District.

A review and selection committee composed of key District officials will review and evaluate all Proposals based on responses to the Proposal sections identified above. The evaluation team first will evaluate the Proposals to determine their responsiveness to the RFP's requirements, and then will score the substance of all responsive Proposals. Proposals will be evaluated based on each firm's qualifications, approach and methodology, experiences with similar work, technical capabilities and track record of their use, and overall

responsiveness to the RFP, under the categories for the Proposal identified above, including contacting one (1) or more of the Proposer's references. Identification of references shall not prevent the District from considering other information regarding services provided by a Proposer.

The District generally intends to award to the highest scored Respondent(s), with the exception of the following:

- The District may award one (1) or more contracts to small businesses or DVBES that demonstrate their experience and professional qualifications but are scored lower than a Respondent that does not receive an award.
- The District intends to award **one (1)** master agreement that will be the primary A/E for design-build Service Orders, and that award may not be made to the A/E with the highest overall score, but will consider the degree of design-build experience of the Respondent and Key Personnel.
- The District may award master agreements limited to specialty services to Respondents that do not submit the highest scored Proposals but that demonstrate specialty experience that the District anticipates it will require.

At the District's sole discretion, the District may declare the Proposals to be drafts, provide additional clarification or requirements for Proposals, and offer the opportunity for all Proposers that submitted timely Proposals to supplement or update their Proposals. In the event that Proposals are deemed drafts, the District will repeat the above evaluation process on the updated Proposals.

From the Proposals submitted, the District may choose to identify a group of finalists and conduct interviews and further evaluation of those finalists. After any interviews are conducted, each interview panel member will review his/her own prior evaluation of each Proposer on the short list and make adjustments to scored factors, if necessary. Upon conclusion of the previous tasks, a final score will be reached by adding the average of the scores of each evaluation team member in each category.

2. Interviews

If interviews are conducted, then the Key Personnel will be expected to attend the interview. Any interview will start with an opportunity for the firm to present its Proposal and its project team. The District will then have the opportunity to review matters in the Proposal, the firm's history, and other matters the District deems relevant to the selection process. The District may inquire as to the firm's suggested approaches and the issues identified in this RFP.

3. Final Determination and Award

The District reserves the right to select the firms which, in the District's sole judgment, best meet the needs of the District.

The successful firms will be selected and a recommendation will be made based on a combination of the Proposal, interview (if conducted), reference checks, and on the basis of demonstrated competence and professional qualifications necessary for excellent performance of the services required. For specialty services, the District will consider the specific specialty experience demonstrated and needs of the District.

The District reserves the right to award one (1) or more contracts, or no contracts, resulting from this RFP, to reject any Proposal as non-responsive, and to amend the RFP and the RFP process, or to discontinue the process at any time. While the purpose and intent of this RFP is to identify a pool of A/E firms that will meet the needs of the District, the District reserves the right, at its sole discretion, to award future projects to A/E firms not participating in this process where the needs of the project are best served by doing so. The awarding of any contract is at the sole discretion of the District.

As referenced above, this RFP is intended to establish a pool of qualified firms for A/E services. Once the pool is established, in awarding a Service Order for a particular project, the District will seek a final fee proposal for identified projects.

4. Evaluation Criteria

Evaluation and scoring criteria are as follows, with the maximum possible points in parentheses:

- Respondent Letter of Introduction **(5 points)**
- Firm Information **(10 points)**
- Statement of Interest **(5 points)**
- Differentiators/Firm Experience **(35 points)**
- Sacramento County Experience (20 points)
- Experience with Sacramento City Unified, San Juan Unified, Elk Grove Unified, Folsom Cordova Unified **(15 points)**
- Design Approach **(35 points)**
- Quality Control **(10 points)**
- Sustainability/Energy **(5 points)**
- Construction Administration **(25 points)**
- Project Team/Roles and Responsibilities **(20 points)**
- Specific Relevant Experience **(25 points)**
- References **(5 points)**
- Fee Proposal **(5 points)**
- Litigation **(Potential loss of up to 15 points)**

VII. General Information

1. Amendments

The District reserves the right to cancel or revise in part or in its entirety this RFP. If the District cancels or revises this RFP, all Respondents will be notified by addenda. The District also reserves the right to extend the date responses are due. Potential Respondents are responsible for verifying that they have received all addenda to the RFP, and, by submitting a Proposal, the Respondent agrees to be bound by all information stated in any addenda.

2. Inquiries

Any questions regarding this RFP or selection process may be directed to Tina Alvarez Bevens via email at contracts@scusd.edu. Respondents are requested not to contact any other District staff or Board members in connection with this selection process. ***Any Respondents who violate this request may be disqualified from further consideration.***

If a Respondent believes that the RFP (including Exhibit A) is unfairly restrictive, ambiguous, or contains conflicting provisions or mistakes, the matter should be promptly brought to the attention of the District to allow the District to fully consider the matter and take any appropriate action prior to the deadline for Proposals. In addition, Respondents may submit proposed changes to the Agreement during the question and answer period. ***Any proposed change to Exhibit A must be requested by the deadline for questions.***

Replies involving any substantive issues, including approved changes to the Agreement, will be issued by addenda and will be uploaded into the District's website. It is the responsibility of the Respondent to check the District's website for updated information prior to the due date. Questions received after the deadline noted in the RFP may not be answered. At its sole discretion, the District will decide whether to consider or respond to questions received after the deadline noted in the RFP. Only questions answered by formal written addenda will be binding. No changes will be allowed to the Agreement after the proposal due date which have not been announced in an issued addendum.

VIII. Special Conditions

1. Non-Discrimination. The District does not discriminate on the basis of race, color, ethnic group, identification, national origin, religion, age, gender, sexual orientation, ancestry, medical condition, genetic information, or disability in consideration for an award of contract.
2. Drug-Free Policy and Fingerprinting. The selected firm(s) shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.
3. Costs. Costs of preparing a Proposal in response to this RFP are solely the responsibility of the Respondent.
4. Limitations. This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP, including attendance at any interview, or to procure or contract for work. The award of a contract hereunder does not guarantee the contractor that it will receive any work, any particular volume of work, or any specific project.

END OF RFP