MURRIETA VALLEY
UNIFIED SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

2025-26-04

FOR

ARCHITECTURAL SERVICES

FOR MODERNIZATION, RENOVATION & NEW CONSTRUCTION PROJECTS

SUBMITTAL DEADLINE

JANUARY 20, 2026, 2:00 PM

SUBMIT TO

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Attention: District Office- Purchasing Department
41870 McAlby Court
Murrieta, CA 92562

INTRODUCTION

In accordance with Government Code section 4525 et seq., the Murrieta Valley Unified School District, located in Murrieta, Riverside County, California ("District") is requesting Statement of Qualification (SOQ) for architectural/ engineering services to create/ supplement a pool of qualified architectural/engineering firms to provide design and engineering services for various ongoing and future capital facilities projects including, but not limited to, various modernization/ reconstruction, renovations, new construction, additions and expansions, portable buildings replacement, and site and utility scopes of work throughout the District (herein referred to collectively as "Projects").

By submitting a Statement of Qualifications, the firm agrees it is willing to provide and coordinate its services for Projects using various construction delivery methods (for example, general contracting, design-bid-build, multiple-prime, or lease-leaseback delivery methods.)

It is the desire of the District to select architect(s)/engineer(s) that can meet or exceed project design expectations, budget control, and project schedule requirements set forth by the District, and to provide comprehensive architectural/ engineering services at the highest quality for projects.

Below is the proposed schedule of events related to this RFQ. All dates are preliminary and subject to revision by the District in its sole discretion.

Schedule	
RFQ Release	December 1, 2025
Request for Clarifications Due	December 12, 2025
Addendum Release	December 17, 2025
Statement of Qualifications Due	January 6, 2026, 2:00 PM
Interviews (if required)	January 20, 2026
Board Approval	February 10, 2026

Sample Scope of Work

a) IDENTIFY PROJECT NEEDS

1. Meet with District staff and assist with programming and determination of project scope.
2. Meet with District staff and public to respond to questions on the design.
3. Prepare plans and documents required by California Department of Education (CDE), the Division of State Architect (DSA), Office of Public School Construction (OPSC), and other required governmental agencies.
4. Site survey to verify and establish existing conditions existing utilities.
5. Prepare construction document plans and specifications for submittal to the District and other agencies requiring submittal for project approval.
6. Prepare all necessary estimated project cost summaries for submittal to the District and other agencies requiring submittal for project approval.
7. Serve as construction administrator during project construction, which includes preparation, review, recommendations, and submission to the District and other agencies as required i.e., RFIs, change orders, change directives, or other documents needed.
8. Assist the District in identifying and applying for State funding or other available funding sources.

b) CONTRACT CLOSEOUT

1. Coordinate the receipt and/or preparation of as-built drawings for completed projects as necessary
   a. Review project record drawing and as-built drawings
   b. Provide the District with an electronic PDF version of a full set of the final as-built plans.
2. Assist the District in finalizing and submitting all DSA requirements to assure projects are certified and closed.

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REQUIREMENTS FOR SUBMITTAL

Statement of Qualifications should be no more than twenty (20) single-sided or ten (10) double-sided pages in length. Each firm shall submit five (5) complete hard copy packages organized with a "Table of Contents" with appropriate tabs in 8½" x 11" format, PLUS one (1) digital copy on a USB flash drive.

Statement of Qualifications must be received on or before 2:00 PM on January 20, 2026, by the Purchasing Department of the Murrieta Valley Unified School District at:

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Attention: District Office - Purchasing Department
41870 McAlby Court
Murrieta, CA 92562

NO LATE SUBMISSIONS WILL BE ACCEPTED

THE DISTRICT WILL NOT ACCEPT ANY SUBMITTAL SENT VIA EMAIL OR OTHER ELECTRONIC MEANS

All Statements of Qualifications must include the following:

A. COVER LETTER

B. DESCRIPTION OF FIRM

Include name of firm, address, telephone number, email address, type of firm (i.e. corporation, partnership, etc.), California registration number, and name of principal contact. Provide a brief history of the organization, including:

- Number of years in business
- Type of ownership or legal structure of the firm (for example, partnership, corporation, etc.)
- Senior member(s) and length of association
- Whether the organization has gone by a different name while under substantially the same management
- If the SOQ is being submitted by the firm's parent firm, branch or regional office, or other
- Location of office where the firm's project team members will service and manage the District's Projects
- List of basic services provided by the firm
- List of additional services provided by the firm

C. EXPERIENCE RELATIVE TO DISTRICT NEEDS

Describe your organization's experience with new construction, modernization, renovations, portable replacement etc. Provide a summary of details on projects that includes the name, location, method of delivery, and dollar value of construction for each facility project undertaken during the last five years.

Describe the organization's change order history, percentages on the referenced projects, including the firm's approach to problems and change orders, and a summary of change orders for three state-funded school projects, which were completed over the last five years.

Describe the organization's prior experience, if any, on projects that employed non-traditional delivery methods (for example, design-build or lease-leaseback delivery methods).

D. QUALIFICATION OF FIRM'S PERSONNEL

- List all specific personnel experience that uniquely suits the District's Projects' needs, which includes experience and training
- Indicate key team members, years with the firm, and resumes who are proposed to be assigned on District Projects
- Identify the person or persons with authority to speak on behalf of the firm and make decisions that are binding on the firm on issues such as firm policy and contractual matters

E. EXPERIENCE WITH LOCAL AND STATE REGULATORY AGENCIES

- Describe your firm's experience with local and state agencies (i.e. City, County, DSA, CDE, OPSC, and SAB).
- Indicate your firm's working relationship with state and local agencies; e.g., Division of the State Architect (DSA), State Fire Marshal (SFM), California Department of Education (CDE), Office of Public School Construction (OPSC), city:

F. PROJECT PLAN AND METHODOLOGY

Discuss specific firm procedures to address the following:

- Site Assessment "Boots on the Ground" (Plan and Approach)
- Construction coordination
- Disputes and claims involving contractors and subcontractors
- Delays on a project
- Frequency of coordination with the project team
- Cost estimating and value engineering
- Cost control measures and methods used by your firm on projects
- Construction contract and project close-out (through DSA)

G. QUALITY ASSURANCE AND QUALITY CONTROL PLAN

Discuss your firm's specific procedures for project quality assurance and quality control

H. SUPPORTING SERVICES

Identify the proposed or possible structural, mechanical, electrical, and civil engineers and consultants for landscape, energy and other relevant disciplines for District projects. List license numbers and dates as well as business address, email address, phone number and email addresses. Include resumes and related experience for appropriate members of these firms.

I. FEES

- Provide your firm's fee structure and how the fee will be calculated
- Describe the types of costs to be covered with the associated fee schedule
- Any issues with using the OPSC sliding scale to calculate fees
- Describe any additional services to you plan to charge for that may not be included in your fee structure

J. INSURANCE

Provide the following:

- Name of professional liability and general liability insurance carrier(s)

- Whether the policies of insurance are on an occurrence or claims made basis
- Policy limits
- Deductible or self-insured retention on any policy of insurance
- Number of years with current carrier(s)
- Claims made on any policy of insurance held by the organization in the last ten years
  (a) A detailed explanation of the nature and type of claim
  (b) Whether the claim has been resolved
  (c) The terms of resolution

K. LITIGATION/ CLAIMS HISTORY

- Provide a comprehensive summary of the firm's litigation, arbitration and negotiated/settled history for the last ten years.
- Indicate whether the firm has ever been terminated (for cause or for convenience) on any contract or project in the last ten years and the reasons for such termination
- Any claims the firm has made against any owner in the past ten years- please provide details and the resolution of all claims
- Any claims made against the firm by any owner or other party in the past ten years- please provide details and the resolution of all claims

L. COST ESTIMATING

Provide a statement describing the methodology utilized to estimate the probable construction cost of a project. Include:

- Methodology
- Contingencies utilized
- Standard estimating manuals used as reference
- Experience of estimator
- Accuracy of estimates
- Describe your firm's willingness to commit to the estimate provided

M. SCHOOL DISTRICT CONTRACTS

- Provide a list of school district projects within the last five years
- Contract amount and construction amount
- Provide status of each project

N. REFERNCES

- References – Provide five TK-12 references who you have worked with in the past five years. Three of the references can be existing clients. However, one of the references must be for a client you no longer do work for.

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GENERAL INFORMATION

A. SUBMITTAL OF STATEMENT OF QUALIFICATIONS

All SOQ's should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for any error or omissions on the part of the firm in the preparation of the firm's SOQ. The District reserves the right to reject any and all SOQ's, or to waive any irregularities or information in any SOQ or the RFQ process.

B. OWNERSHIP OF DOCUMENTS

All SOQ's and any other supporting materials submitted to the District in response to this RFQ will not be returned and shall become the property of the District.

C. SIGNATURES

The SOQ must be signed by a representative of the organization with authorization to bind the organization by contract.

D. DISQUALIFIED STATEMENTS

Any SOQ received after the time and date stated above, shall be refused and returned. It is the firm's sole responsibility to ensure that its SOQ is timely received by the District. The District shall not be responsible for any delays due to mishandling of mail, mis-directed mail, etc.

E. WITHDRAWAL OF SUBMITTAL

Organization may withdraw their SOQ, either personally or by written request, at any time prior to the closing time for receipt of SOQ's.

F. CONTACT

Firms interested in submitting an SOQ are directed not to make personal contact with members of the District's Governing Board or Cabinet. Any contact will constitute grounds for disqualification of consideration. Any questions regarding the Murrieta Valley Unified School District projects or the RFQ must be in writing (no verbal answers will be given) and shall be directed to:

Vanessa Petersen, Coordinator, Purchasing: vpetersen@murrieta.k12.ca.us

G. RIGHTS OF THE DISTRICT

This RFQ does not commit the District to award a contract or pay any costs or incur any liability for the preparation or presentation of an SOQ in response to this RFQ. The District reserves the right to accept all or part of any SOQ or to reject in part or in its entirety this RFQ. The District shall also not be responsible for or incur any costs the firm or individual may incur in the preparation or attendance of any interview or meeting related to the selection process. The District reserves the right to select the firm or firms that are considered to be in the best interest of the District. The District does not guarantee any work on all or any specific Projects, except as to work on a project-by-project basis, or as needed. The District is not committed to negotiate a contract with any firm or individual.

H. ADDITIONAL INFORMATION

In the event your firm is asked to attend an interview, it is mandatory that the proposed Project team and a principal of the firm with the authority to enter into binding contracts with the District attend the interview.

I. CRITERIA FOR SELECTION

Each statement submitted will be evaluated by a committee based on specific criteria with assigned points for a maximum of 100 points including, but not limited to, the following:

EVALUATION CATEGORY	MAX. POINTS
Overall qualification	25
Depth of background with school projects	25
Qualification of firm's personnel	20
Relevancy and quality of past experiences	20
Response format	10
MAXIMUM TOTAL SCORE	**100**
Interview (if applicable)	15

After each Firm's initial score is calculated, the Evaluation Committee may, in its sole discretion, determine a short list of Firms that will be invited to interview with the Evaluation Committee. The number, if any, of Firms to be interviewed shall be in the District's sole discretion. After the interview, the Evaluation Committee will add the points for the "Interview" evaluation category (maximum of 15 points) based on the information presented at the interviews and the Firm's performance to determine the Firm's total final score. If the District elects not to conduct interviews, the total final score shall be the total of all other evaluation categories listed above.

J. FEES

The District will negotiate contract fees for the services to be provided by the best-qualified organizations at the time a Project has been identified and awarded.

K. CONTRACTS

In accordance with Public Contract Code section 20103.6 the professional consultant, upon selection, will be required to enter into a standard Architectural Services Agreement provided by the District which contains the following indemnity clause:

INDEMNITY/ HOLD HARMLESS

To the fullest extent permitted by law, ARCHITECT agrees to indemnify, defend and hold DISTRICT entirely harmless from all liability arising out of:

a. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT; and

b. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent Architects who are directly employed by the DISTRICT;

c. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death or persons or damage to property caused by any act, neglect, default or omission

of the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by sole and active negligence of the DISTRICT.

If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings arising under Paragraph b above that may be brought or instituted against the DISTRICT, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.