

**Request for Proposal
For**

**PROFESSIONAL SERVICES
DISTRICTWIDE FACILITIES MASTER PLAN UPDATE
WITH SEPARATELY PRICED EDUCATIONAL
SPECIFICATIONS**

RFP # 26-052126

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

**425 1st Ave
Sacramento, CA 95818**

Bid Proposal Due:

April 22, 2026

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Administrative Information

Institution Contacts

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Attachments

Exhibit 1 Due Date

Proposals must be submitted electronically by April 22, 2026, no later than 2:00PM (local time). See “Instructions” in the Submission Requirements section of this document for details.

Schedule of Events

- | | |
|--|---------------|
| • Request for proposal issued | March 20 2026 |
| • Mandatory pre-proposal Conference (1:30 PM) | April 9 2026 |
| • Written questions due | April 14 2026 |
| • Addendum published | April 20 2026 |
| • Proposals due (2:00 PM) | April 22 2026 |
| • Proposal evaluation | April 23 2026 |
| • Notification to short-listed firms | April 24 2026 |
| • Oral presentations | April 30 2026 |
| • Contract negotiations | TBD |
| • Posting of recommendations | May 6 2026 |
| • Notice to Proceed | May 22 2026 |

Project Overview

Services Requested

Sacramento City Unified School District (SCUSD) requests proposals from professional services firms for updating the 2021 award-winning Facilities Master Plan (FMP) and Facility Condition Index (FCI). The Firms are also needed for the development of Educational Specifications as an Add Alternate to be priced separately. Requested services are further described in Scope of Work section(s). The services provided must meet objectives as described herein.

SCUSD seeks qualified firms to update the District's 2021 Facilities Master Plan (FMP) to be Proposition 2 (Prop 2) compliant as outlined in Education Code § 17070.54, updating the previous Facilities Condition Assessment (FCA), and to propose separate prices for preparing Districtwide Education Specifications (Ed Specs). The updated FMP will integrate and update the current equity index model developed within the 2021 FMP. It will use data from the District's demographers to update current enrollment/demographic trends and capacity/utilization. Educational adequacy, modernization needs, safety, and sustainability standards and needs will be outlined as part of the FCA efforts. Information gathered will provide a transparent, potentially phased, and costed implementation roadmap. The Ed Specs will link educational programs to facility needs; FCA updates will quantify condition needs.

Facilities and Infrastructure to be Assessed

The assessment will include the updating of data included within the 2021 FMP on all existing District facilities as indicated in Exhibit 1. It will also create new data that is equivalent for sites listed in Exhibit 1 that were not originally assessed for the 2021 FMP.

Project Objectives

1. Investigate and report historic capital investments within the District, by areas to be defined, to analyze any remaining funding inequities between historically disadvantaged, moderately resourced, and well-resourced neighborhoods.
2. Outline state bond funding eligibility of each site on a table.
3. Produce an actionable FMP Update that outlines a prioritized project methodology that continues a focus on equity indicators but also increases focus more on project facility condition than the 2021 FMP, as appropriate based on the historic capital investment analysis that will be completed.
4. Update the FCA to current conditions with objective deficiency data, prioritization, and life cycle renewal modeling, and include school sites, but not administrative buildings, that were not previously assessed under the most recent FCA efforts (separately priced). The FCA shall outline the Districts assessed property value for each school site.
5. Outline a FCI based on the Assessment completed. The FCI shall be used to identify and outline FMP project budgets as well as outline the deferred maintenance needs of the District.
6. Outline current Energy Use Intensity (EUI) metrics for each school site, and possible improvements to each site to meet the District's Carbon Neutral Goals and Guidelines.
7. Review the Districts Local Control Accountability Plan (LCAP) to develop a narrative how the FMP aligns and supports the LCAP. Include student outcome data by site as identified but LCAP

student populations within the LCAP and state outcome data as part of the equity indicators outlined above.

8. Provide a priority list of projects in collaboration with the district based on data gathered, and a part of, this new FMP.
9. Rank each site by condition as shown in this new FMP.
10. Engage internal and external stakeholders for input and feedback at regular intervals to be identified. Community engagement shall also be completed in an inclusive and equitable fashion. Respondents will need to be creative in engaging communities that have been historically difficult to engage with. Outline how that might be done. Information gathered shall be used to inform project prioritization. Develop Districtwide Education Specifications, and outline to align spaces with SCUSD's instructional vision, supporting future capital projects and design standards (separately priced).
11. Board adoption of a FMP Update that complies with Prop 2.

Scope of Work – Base Services

Five (5)-Year Facility Master Plan

The consultant will work with the District and community to develop a five (5)-year master plan to serve as a basis for future facilities planning and to provide rationale to the school community and public at-large for facility initiatives. The master plan will include a general overview of the school district and include specific components: educational program plans and facility standards based on existing and/or future needs, facility condition, suitability assessments, and current and future sustainability needs to meet the District's carbon neutral goals of all schools and ancillary buildings, capacity and utilization analyses, enrollment projections, demographics study, and capital availability analysis.

Among other things, the master plan needs to:

1. Identify expansion, reduction, remodeling, new schools and site acquisition needed to meet the projected student enrollment, capacity, and the instructional goals of the education program and identify opportunities for combined schools, closures, or attendance boundary changes.
2. Be based on assessments of each facility, including condition, educational suitability, and technology infrastructure.
3. Identify missing, current, and future facility gaps.
4. Define strategies to improve site circulation, safety, security, and functionality of school grounds.
5. Provide a yearly schedule of projected facility needs and their associated costs.
6. Include community engagement from diverse community members that represent the students served, the school community, school board, staff and patrons regarding the facility issues.
7. Provide cost estimates for all recommendations.
8. Outline the District's current assessed valuation as well as proposed financing and funding that will be used to implement the FMP (in include, but not limited to, bonding capacity/indebtedness, current and historical General Obligation (GO) bond information, Developer Fees, Community Facilities Districts, and Local Control Funding Formula).
9. Align with Prop 2 requirements.
10. Create a FMP that is easily updated by the District as work is completed and can be used and still meet Prop 2 requirements each 5-year term.

Facility Condition Assessment (FCA)

Data Collection

In consultation with District Staff, the consultant will define facility condition data standards and collection standards. The consultant will use Office of Public School Construction standards and best practices and the previous [SAB 40-20](#) form, as needed, to revise the below list, after consultation with the District, to ensure data collection is congruent with Prop 2 requirements. Generally, the consultant will use these standards to assess and report conditions for the following property elements:

- For active school sites, outline the following:
 - Year built;
 - Amount of area used for instruction;
 - Modernization dates within the past 25 years;
 - Student capacity;
 - Age and number of portable buildings;
 - Presence of a cafeteria/multi-purpose room, library, gym, auditorium, athletic facilities (to include running track, baseball field, softball fields and football stadiums, concession stands, ticket booths, restroom facilities, tennis courts, storage buildings, etc.), and CTE spaces;
 - Presence of student support spaces for interventions, special education supports, and similar; and
 - Presence of kindergarten and transitional kindergarten, and
 - Custodial space.
- Site: building proper, utility connections and shut-offs, paving systems, stairs, retaining walls, exterior lighting, and other “landscaping” elements.
- Exterior Systems: roofs, walls, window systems, exterior doors and structural components
- Interior Systems: walls, doors, floors and ceilings, visible structure, and finishes.
- Health/Fire/Life Safety Issues
- Handicap Accessible (ADA) Requirements
- Vertical Transportation Systems
- Heating, Ventilation and Air Conditioning
- Electrical and Electrical Distribution
- Plumbing and Irrigation Systems
- Fire Protection
- Special Construction
- Storm Water Management Ponds and Surface Drainage Structures
- Non-Building Campus Infrastructure: underground utilities, paving systems, roads, walks, utilities, exterior lighting, flagpoles, fences, gates, awnings, and other “landscaping” elements.

Condition Assessment Tasks:

1. Perform a walk-through survey of each facility to become familiar with its construction, equipment, operation, and maintenance and conditions of all systems and components.
2. Meet with District Facilities staff and site staff to become familiar with their evaluation of problem areas.
3. Review existing data, such as work order histories, previous reports, etc., provided by the District.

4. Photograph all conditions and prepare drawings and notes on all site visits.
5. Identify and quantify all deficient conditions in terms of deferred maintenance, preventative maintenance, capital renewal, and plant adaptation (including building and fire/life safety code noncompliance issues).
6. Define clearly and accurately the cause or nature of each deficient condition and propose methods of correction for each deficient condition.
7. Classify and rank all deficient conditions and associated correction projects and associate information concerning associated building systems and deficiency classifications by severity and anticipated life-cycle in a windows compatible database.
8. Identify the resources needed to maintain the operability, suitability, and value of the physical assets given their current function.
9. Identify what is necessary to adapt the facilities to meet the facility requirements of the District, the requirements of today's standards and codes, and the needs of changing technology as it impacts space.
10. Database, at no additional regular and on-going cost to the District and pre-approved by the Facilities Department, shall be capable of storing, analyzing, printing, and updating the facility condition data and shall have the ability to project and analyze costs for Deferred Maintenance, Preventative Maintenance and Capital Renewal.
11. All assessment data shall be compiled within a database, pre-approved by the Facilities Department to ensure it integrates with deferred maintenance, preventative maintenance and predict future capital renewal planning.
12. The final report will be based on assessments of each facility, including condition, educational suitability, and technology infrastructure.
13. Cost estimates must be provided for all recommendations.

Existing Data Integration

In addition to facility conditions identified during the assessment, district-supplied facility condition data and deferred maintenance lists must be incorporated into the assessment database, analytical studies, and reports. All district-supplied facility condition and deferred maintenance data will be identified as such and includes:

- Engineering studies
- Roofing inspections
- Hazardous materials audits
- Accessibility studies
- Williams Act Inspections
- Deferred Maintenance Plan
- Student Enrollment Projections/ Demographic Analysis
- High School Athletic Assessments
- Modular Inventory
- Previous assessment data

Corrective Actions: Cost Estimating, Budgeting, and Scheduling

Corrective actions shall be recommended for each deficient condition identified and include cost estimates and details of the work required for repair. Alternative green or sustainable corrective actions should be proposed when applicable. The data shall be updateable.

1. Provide cost estimates for correction of each project identified by industry standards, published construction and facilities maintenance, construction and repair cost estimating data, reflecting appropriate adjustments for local labor and material costs. The cost estimating system shall be embedded within the overall database.
2. Calculate the costs for each deficient condition utilizing nationally recognized estimating standards such as R. S. Means Corporation's published construction and remodeling cost estimating data. Costs shall be appropriately adjusted to reflect local and real unit costs based on actual location design/bidding experience in the appropriate metropolitan area. Costs shall include customary soft costs for A/E, PM fees and PLA.
3. The computerized system will automate annual updating of correction costs based on published inflation rate indices.
4. Provide specific work scopes and cost estimates for each individual item in all categories.
5. The use of life cycle cost analysis and remaining useful life will be used to determine if an item should be repaired or replaced.
6. Calculate the Facility Replacement Cost (FRC) for each facility and site.
7. Provide an automated means of inflating FRCs over time.
8. Calculate the Facility Condition Needs Index (FCNI) for each facility and site.
9. Develop all project deficiencies by Facility/building specific report format.

Deficiency Characterization

To reduce deferred maintenance backlog, the assessment database must help identify and manage future construction contracts or work orders. Deficiencies in the database will be categorized by, at least, the following characteristics:

- Construction Specification Institute (CSI) code
- Deficiency priority (defined below)
- Deficiency category (defined below)
- Facility type
- Facility location
- Correction type
- Repair cost

Deficiency Prioritization

Before data collection begins, the consultant and the District will establish prioritization standards. The assessment software must be customizable to support these standards. An example of priority standards is as follows.

Priority 1 – Currently Critical (Immediate)

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility to operation

Priority 2 – Potentially Critical (year 1)

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

Priority 3 – Necessary/Not Yet Critical (years 2-5)

- Predictable deterioration
- Potential downtime
- Associated damage or higher costs if deferred further

Priority 4 – Recommended (years 6-10)

- Sensible improvement to existing conditions that is not required for the basic function of the facility
- Overall usability improvement
- Long term maintenance cost reduction

Priority 5 – Does Not Meet Current Codes but “Grandfathered”

- No action is required at this time—however, substantial work performed in the future may require correction

Deficiency Categorization

Each correction project identified will be assigned to one or more of the following categories:

- Life-safety code compliance
- Building code compliance
- Building integrity
- Educational adequacy standards
- Handicap Accessibility (ADA) Requirements
- Appearance
- Energy

Facility Renewal Forecasting

Because long-range funding for facilities is accomplished by identifying the rate of renewal required to maintain components of each facility as it depreciates and becomes unusable, the consultant must:

1. Analyze and model the standard life cycle deterioration of each facility and report on the annual reinvestment rate to replace components as they become unusable.
2. Establish the cost to replace/refurbish each component / system as it reaches the end of its economically useful life span.
3. Have the ability to analyze multiple year outlooks and various combinations of building type reinvestment rates.
4. The system shall be capable of generating multi-level financial modeling based on the identified facilities renewal backlog and selected time frames. Systems should be capable of analyzing and projecting funding for time periods up to 20 years.
5. Establish a building component life-cycle model to forecast renewal investment rates required to maintain facilities over time. The database shall enable graphical reporting of renewal requirements for individual facilities or grouped facilities, and shall provide life cycle evaluation.

6. Provide multi-level financial modeling capabilities and the ability to benchmark facility condition to other campus buildings. Systems should be capable of tracking and modeling for current situations as well as the future.
7. Project and analyze costs for facilities renewal. Identify the current Facility Replacement Cost (FRC) and the Facility Condition Needs Index (FCNI) of all facilities.

Educational Adequacy Assessment

The consultant must be knowledgeable of current state and national curriculum, programs, and future educational trends, including California environmental literacy guidelines and standards. The consultant will work with the District to develop and prioritize educational adequacy standards incorporating any existing district and state standards. These standards will be used to assess educational adequacy and technology infrastructure in order to determine needed facility upgrades and to promote parity and equity among schools.

The consultant will measure and report adequacy of all instructional spaces and sites, including athletic facilities and administrative spaces.

The educational adequacy review will include but is not limited to the elements identified below. The consultant will work with the district to define the specific types and characteristics of spaces for the assessment.

- **Facility curriculum support:** Survey to gather perception data on how the ideal facilities could meet standards and support specific functions, including both instructional areas (i.e., classrooms, labs, media center, gym) and other areas (i.e., administration, clinic, counseling, cafeteria, schoolyard, etc.). Survey questions should not be worded in a manner that focuses on current deficits.
- **Space characteristics:** Determine how room sizes and configurations do or do not support the room's function and the educational process.
- **Learning environment:** Evaluate light levels, acoustics and other characteristics.
- **Outdoor learning environments:** Restorative Schoolyards: Evaluate schoolyards for climate resilience, shade, nature exposure, and ability to promote diverse forms of play and learning, including pocket forests, outdoor classrooms, nature play areas, gardens, and reduced asphalt.
- **Relationships of spaces:** Evaluate how well educational, administrative and other areas relate to each other.
- **Storage and Equipment:** Survey to gather perception data on the adequacy of teacher and student storage and availability of necessary program equipment (i.e., science safety equipment, kilns, CTE equipment). Survey questions should not be worded in a manner that focuses on current deficits.
- **Security:** Measure security and safety to standards.
- **Site:** Evaluate parking, traffic, and outdoor spaces, including play and athletic areas.

Technology Readiness Assessment

The consultant should be knowledgeable about current technology trends and work with the District to develop and prioritize technology readiness standards, incorporating any existing district and state standards. These standards will be used to assess technology infrastructure in each instructional building. Data collected should provide information about the facility support of LANs, WANs,

classroom computers, telephones and voicemail, VOIP, analog line, data drops, and other information systems support.

Demographic, Capacity and Utilization Analysis

Working with District Staff, as needed, to utilize existing demographic analysis and enrollment projections in order to define future facility needs.

Capacity/Utilization Analysis

The capacity planning analysis will include the following:

1. An evaluation of current methods and estimates of school capacity calculations and enrollment projections, as defined by State requirements, as outlined under Prop 2.
2. A review of the space inventory of each assessed facility, identify which spaces are able to be utilized for instruction as defined by the State, the number of students served in each type of space, staffing needs and programs.
3. An analysis of space utilization at our elementary and secondary schools and associated short-term and long-term recommendations for improved use of space within or among school facilities.
4. An evaluation of ways to reduce square footage at sites with excess capacity.
5. An analysis of school types, grade level configuration and school size as it relates to school capacity. It is expected the consultant will work with district personnel to determine district goals and priorities relating to the above factors.

Financing and Funding

Provide an assessment of all currently available funding sources as well as projected funding sources that could be utilized to carry out the contents of the FMP. This should include Bonding capacity and indebtedness, historic and current GO Bonds, Developer fees Mello-Roos taxes, LCFF funds, and other. Be sure to identify funds anticipated coming available within the next five (5) years.

Assessed Property Valuation

Incorporate District assessed valuation information into the FMP from the County Audit Controller's office or other appropriate local government entity.

LCAP Alignment

Review the District's LCAP to develop a narrative how the FMP aligns and supports the LCAP. Include student outcome data by site as identified by LCAP student populations within the LCAP and state outcome data as part of the equity indicators outlined above.

Community Engagement

Community engagement is an important component in any successful facility program. The consultant will work with district staff to identify key individuals and groups and develop a plan to engage district stakeholders through varied methods, including interviews, focus groups, community meetings, and online surveys. Consultant shall create and disseminate a survey for community feedback. Consultant shall collect and compile data and present results to the District. Community meetings will be held at times and locations appropriate for community wide participation.

Software and Technology Requirements

The consultant's database must support the data collected and services provided as described in the section, *Scope of Work - Base Services*. To summarize briefly the consultant must provide an appropriate database system and procedures that enable the District to continue to update all data, manage deferred maintenance, preventative maintenance, predict future capital renewal and support strategic work planning.

Photographs

Provide digital photographs for each facility and deficiency and include these in the Final Report. Exterior photographs will be used for campus identification and documentation of structural problems, major site deficiencies, or special conditions. Interior photographs will be used to document critical and unusual conditions. Photographs will be used to explain and/or justify the prioritization of corrective actions.

Documentation

The consultant shall provide written documentation of processes, inspection methods, cost data, adopted standards, computer software and applications to enable District staff to continue to use and update the information and systems as a permanent planning tool.

1. Provide training for staff in all aspects of the process and program including updating information and generating reports based on various budget options.
2. Provide written reports as directed for documentation of progress and for final presentation.

District Review Meetings

The consultant shall conduct or attend meetings as directed by the District which may include:

- Potential public sessions to explain the purpose, strategy and methods for information gathering and to solicit input from review authorities and community members on standards and specific needs.
- Presentations to Board Members; orientation and final presentation.
- Progress meetings with the District staff.

Deliverables

The following items shall be delivered as part of this project:

- Comprehensive facility assessment report and assessment reports for each facility assessed (electronic copy and Number of hard copies)
- 5-Year Facility Master Plan, that includes, but not limited to:
 - Table of State Bond funding eligibility of each instructional site
 - Facility inventory of active instructional sites as outlined above
 - Capital planning budget
 - Deferred maintenance plan
 - Financing and funding opportunities
 - LCAP goal alignment
- Functional, multi-user assessment database system. Formal, multi-media presentation of results

- A current site map “1A” that shows all buildings and classrooms, building DSA numbers, utilities shut-off locations, fire lanes, IDF/MDF rack locations, EMS supervisory control locations, main switchgear locations, and evacuation route for each classroom. Each “1A” map should be a single map with “layers” that can allow the district to show what is needed.
- Provide a hard copy of an Executive Summary and FCA report to each school site

Scope of Work -Add Alternate Services

Equipment Inventory

The consultant should provide an inventory of fixed, visibly-accessible building equipment to include the following suggested list:

<u>Equipment List</u>	
Boilers	Chillers
Condensing units	Air handling units, fan coil units and other unit ventilators
Pumps	Packaged roof top units
Variable speed drives	Return air fans, roof fans, and exhaust fans (excluding small in-line duct fans)
Building electrical service entrances, transformers, panels and switchgear	Generators
Motor control centers	Cooling towers
Unit air conditioners (excluding window units)	Building control systems (Main Panel)
Energy management systems (Main Panel)	Fire alarm systems (Main and Auxiliary Panels)
Fire suppression systems (wet, dry, gas, and chemical)	Wet sprinkler system
Dry sprinklers	Automatic (Chemical/Gas) fire Suppression

Building distribution panels, lighting panels, power panels	Building utility meters
	Intrusion Alarms
	Intercom Systems
	CCTV (Closed Circuit Television)
	LCD Projectors
Elevator equipment, pumps, motors, controls	

The consultant will collect the following data where applicable for each equipment component:

Equipment Data	Manufacturer and Model
Serial Number	Capacities
Horsepower	Voltage
Location by facility, building, floor, room	Date placed in service (if available)
Inventory tag number (durable weather resistant bar-coded tag directly attached to the component)	Refrigerant type, if applicable and available

The consultant shall collect data designated by the District and affix a highly durable barcode tag to each piece of equipment. Barcode tags shall be able to synchronize with District's Computerized Maintenance Management System (CMMS) or Computer-aided Facility Management (CAFM) system and consultant's software programs. If necessary, consultant shall verify and update the existing CMMS equipment inventory list. The updated, verified inventory list will be provided in a format acceptable to district's existing CMMS for uploading of data.

Inventory data will be housed in consultant's assessment database for future transfer to CMMS application and for equipment capital renewal budgeting. District will have the ability to download data to an MS Excel format from the contractor database.

Add Alternate Service: Development of Districtwide Education Specifications

As an add alternate to the Facilities Master Plan (priced separately), the District seeks proposals for the development of comprehensive Districtwide Education Specifications (Ed Specs). These Ed Specs will serve as a guiding document for the design and modernization of all school facilities, ensuring alignment with the District's instructional vision, programmatic needs, and future growth.

The Education Specifications shall include, but not be limited to:

- **Instructional Program Requirements:** Define spatial and functional requirements for all grade levels and specialized programs (e.g., STEM, arts, transitional kindergarten, special education, Multi-tiered Systems of Supports, individualized supports, career technical education).
- **Space Standards and Guidelines:** Establish recommended square footage, adjacencies, and furniture/equipment standards for classrooms, labs, libraries, multipurpose spaces, and support areas.
- **Technology Integration:** Outline infrastructure needs to support current and emerging instructional technologies.
- **Safety and Accessibility:** Incorporate best practices for security, ADA compliance, and universal design.
- **Sustainability and Flexibility:** Address energy efficiency, adaptability for future educational trends, outdoor learning to create connections between students and nature, and community use considerations.
- **Dining and Nutrition:** Outline how food is fundamental to thriving minds, making them ready for success in learning.
- **Fitness and Athletics:** Integrate activity and movement into the daily routine for all students, teachers and staff

The Ed Specs must align with SCUSD's instructional vision, equity goals, and California Department of Education guidelines. Specifications should define space requirements, functional relationships, and design criteria that support 21st-century learning environments, including flexibility for future programmatic changes. They should include detailed prototypical drawings; a narrative description of the space and its required finishes, services, educational equipment and special features; and diagrams showing the relationship of the space to other spaces within its unit and to the campus, as appropriate.

The Ed Specs shall be modeled on best practices exemplified Ed Specs created by districts like Long Beach Unified School District, Los Angeles Unified School District, and Elk Grove Unified School District and tailored to the unique needs of SCUSD and surrounding community.

Scope of Work

The selected respondent will:

- **Engage Stakeholders** – Facilitate workshops and interviews with district leadership, educators, students, families, and community partners.

- **Analyze Current Conditions** – Review existing facilities, enrollment trends, and programmatic needs.
- **Develop Educational Specifications** – Provide detailed descriptions of instructional spaces, support areas, and specialized facilities for each grade segment and program area identified above.
- **Ensure Equity and Inclusion** – Incorporate best practices for accessibility, cultural responsiveness, and language support.
- **Deliverables** – Produce a comprehensive Educational Specifications document as part of the FMP Update including drawings, diagrams, space standards, and narrative descriptions.

Submission Requirements

Content

1. **About your firm:** Provide firm name, address, contact, and number of years providing facility condition and functional adequacy assessment services, master planning services, and educational specification services. Include statement of capability to complete the scope of work.
2. **Project team:** Include an organizational chart that depicts reporting responsibilities of proposed team members—from company officers to professional field staff. Include resumes for each team member. Please list possible consultant that you might use.
3. **Project experience:** Provide a brief description of facility condition assessment, deferred maintenance, preventative maintenance planning experience and master planning services. Provide three (3) examples of projects ongoing or completed within the last three (3) years that include(d) facility condition assessment, and deferred maintenance planning and preventative maintenance services. List references and provide phone numbers of Owner’s representatives. Please include examples of past completed FMP.
4. **Technical approach and management plan:** Provide the technical approach and management plan.
5. **Schedule:** Provide a proposed schedule that includes at least the following:
 - Start date
 - Staff reviews
 - Community Engagement
 - Field data collection
 - Project planning
 - Budget development
 - Project building workshop
 - Final report draft
 - Final report
6. **Sample deliverables:** Submit brief, hard copy samples of deliverables that will be provided to Sacramento City Unified School District at project completion.
7. **Fee Proposal:** Use the attached form for proposed cost of services.
8. **Contract Terms and Conditions:** Use the attached form
9. **Certifications and Affidavits:** Use the attached form

Instructions

Please submit electronically no later than 2:00 PM (local time) on April 22, 2026 to:

Tina Alvarez Bevens
Contracts Analyst
<https://vendors.planetbids.com/portal/61521/portal-home>
Sacramento City Unified School District
5735 47th Avenue
Sacramento CA 95824

Telephone or facsimile proposals will not be considered. Proposals received after the time and date of closing will not be considered.

Any RFP amendments or addenda issued while Proposal is open shall form a part of the specifications issued to Vendors for the preparation of their Proposals and shall constitute a part of the contract documents.

Evaluation Criteria

The Sacramento City Unified School District will use the following criteria in evaluating proposals received in response to this RFP. The successful proposal will be the proposal submitted in response to this RFP by the submittal deadline that is the most advantageous to the SCUSD. SCUSD personnel will evaluate proposals. The evaluation of proposals and the selection of the successful proposal will be based on the information provided by the Proposer in its proposal, including without limitation responses to the Proposer's qualifications. Consideration may also be given to any additional information helpful to SCUSD. SCUSD is not bound to accept the lowest priced proposal if that proposal is not the most advantageous to SCUSD as determined by SCUSD.

Completeness of Proposal: Any proposal that does not contain each element described in this RFP, fully completed, initialed or executed, as appropriate, may be judged to be incomplete and may not be considered further.

Scoring Criteria:

- 20% Firm experience and staff
- 15% Technical approach and management plan
- 15% Sample deliverables
- 10% Proposed schedule
- 40% Proposed fee

Oral Presentation: If an oral presentation is requested by SCUSD, Proposers will be awarded up to 100 points for such oral presentation based upon clarity of presentation, ability to answer both technical and application questions, and demonstrated understanding of the project.

Fee Proposal

Firm name: _____

Date of proposal: _____

Base services:

5-Year Facilities Master Plan _____

Facility Condition Assessment _____

Educational Adequacy and Technology Readiness Assessment _____

Community Engagement _____

Add Alternate Services:

Equipment Inventory _____

Educational Specifications _____

Signature of officer

Date

Exhibit 1: Facilities to be Assessed – **SEE NEXT SHEET**

Name	Date Constructed	Gross SF

School Name	APNs	Address	Year Built	Building SF
(St Hope) Sacramento Charter High School	010-0010-002	2315 34th St	1937	272,208
A. Warren McClaskey	008-0111-001	5241 J st	1921	26,256
A.M. Winn	068-0111-014	3351 Explorer Dr	1965	38,003
Abraham Lincoln	077-0200-035	3324 Glenmoor Dr	1978	32,984
Albert Einstein	060-0020-024; 035; 057; 058	9325 Mirandy Dr	1964	99,532
Alice Birney Public Waldorf	035-0313-005	6251 13th St	1958	65,114
American Legion	014-0132-001	3801 Broadway	1977	73,206
Arthur A Benjamin Health Professions	009-0030-056	451 McClatchy Way	2007	21,297
Bowling Green Elementaries	042-0170-001	4211 Turnbridge Dr	1957	77,452
Bret Harte	013-0273-001	2751 9th Ave	1975	46,214
C.B. Wire	037-0231-005	5100 El Paraiso Ave	1954	46,660
C.K. McClatchy	012-0260-003	3066 Freeport Blvd	1936	261,112
Caleb Greenwood	005-0122-001	5457 Carlson Dr	1950	41,236
California	012-0260-001	1600 Vallejo Way	1937	94,668
California Montessori Project - Capitol Campus	079-0092-023	2635 Chestnut Hill Drive	1963	29,467
Camellia Basic	040-0010-012	6600 Cougar Dr	1962	36,813
Capital City School	047-0013-007	7222 24th St	2005	24,480
Capitol Collegiate Academy	052-0010-004	2118 Meadowview Rd	1954	54,568
Caroline Wenzel	030-0590-002	6870 Greenhaven Dr	1967	36,316
Central Kitchen	015-0101-009	3051 Redding Ave	2017	49,580
Cesar Chavez	049-0176-002; 049-0183-002	7495 29th St	2025	79,840
Charles A. Jones (Career & Ed)	037-0081-007; 013; 015; 016; 018; 020; 021; 022	5451 Lemon Hill Ave	1998	80,925
Collis P Huntington	025-0251-009; 010; 011; 012; 013; 014	5921 26th St	1956	39,137
Crocker/Riverside	012-0193-015	2970 Riverside Blvd	1939	38,838
David Lubin	007-0201-011	3535 M St	1975	41,982
Earl Warren	023-0010-006	5420 Lowell St	1948	36,847
Edward Kelly	068-0020-033	3340 Bradshaw Rd		3,456
Elder Creek	038-0151-018; 019	7934 Lemon Hill Ave	1953	49,804
Ethel I Baker	026-0151-001	5717 Laurine Way	1950	46,842
Ethel Phillips	019-0094-013; 019-0102-001; 002; 003	2930 21st Ave	1951	43,854
Father Keith B. Kenny	014-0231-046	3525 Martin L. King Jr. Blvd	1993	46,104
Fern Bacon	039-0100-002	4140 Cuny Ave	1960	105,619
Fruit Ridge	020-0301-001; 022-0051-021	4625 44th Street	1937	54,501
Genesis	037-0310-013; 037-0310-014	5601 47th Ave	2003	42,545
Genevieve F. Didion	030-0241-001	6490 Harmon Dr	1980	37,197
George Washington Carver School of Arts and Science	077-0360-012; 013; 029	10101 Systems Parkway	2007	55,534
Golden Empire	074-0010-034; 036	9045 Canberra Dr	1977	36,728
H.W. Harkness	035-0215-001; 035-0235-001	2147 54th Ave	1957	31,673
Hiram Johnson	015-0301-001	6879 14th Ave	1959	243,513

Hollywood Park	018-0140-001; 018-0112-013	4915 Harte Way	1956	25,496
Hubert H Bancroft	078-0022-017	2929 Belmar St	1964	36,568
Isador Cohen	075-0010-029	9025 Salmon Falls Dr	1968	33,098
James W Marshall	068-0011-026	9525 Geothe Rd	1976	42,651
John Bidwell	047-0270-001; 003; 006	1730 65th Ave	1957	32,369
John Cabrillo	024-0071-001; 024-0062-033	1141 Seamas Ave	1950	26,701
John D Sloat	048-0168-001	7525 Candlewood Way	1961	30,825
John F Kennedy	030-0370-020; 021	6715 Gloria Dr	1966	216,835
John Morse Therapeutic Center	035-0313-005	1901 60th Ave	1956	28,496
John Still	052-0010-071	2250 John Still Dr	1967	94,732
Umoja International Academy	008-0010-001	5301 N St	1976	68,986
Language Academy of Sacramento	011-0200-031	2850 49th St	1976	39,401
Leataata Floyd	009-0030-055	401 McClatchy Way	1952	54,832
Leonardo da Vinci	018-0140-001; 018-0112-013	4701 Joaquin Way	1950	66,401
Luther Burbank	049-0010-089	3500 Florin Rd	1961	231,708
Maintenance and Operations	009-0237-013; 009-0237-001	425 1st Avenue	1933	40,215
Mark Twain	023-0010-001	4914 58th St	1949	38,270
Martin Luther King Jr.	031-0020-065	480 Little River Way	1988	41,918
Matsuyama	031-1150-001	7680 Windbridge Dr	1993	47,116
New Joseph Bonnheim	021-0343-028	7300 Marin Avenue	1951	40,515
Nicholas	039-0133-011	6601 Steiner Dr	1962	55,048
O.W. Erlewine	075-0010-008; 086	2441 Stansberry Way	1965	30,089
Oak Ridge	020-0220-004	4501 Martin L. King Jr. Blvd	1953	47,211
Pacific	037-0191-001	6201 41st St	1951	55,167
Parkway	050-0173-001	4720 Forest Parkway	1954	40,851
Suy:u	027-0191-001	6032 36th Ave	1950	44,557
Phoebe A. Hearst	008-0010-002	1410 60th St	1953	49,075
Pony Express	029-0030-033	1250 56th Ave	1964	28,823
Rosa Parks	048-0011-001	2250 68th Ave	1960	138,836
Rosemont	068-0011-026	9594 Kiefer Blvd	2003	229,000
Sacramento New Technology	035-0042-006	1400 Dickson St	1950	39,791
Sam Brannan	016-0280-001; 027; 030; 034	5301 Elmer Way	1961	101,499
School of Engineering and Sciences	031-0020-057; 031-0440-028	7345 Gloria Dr	2009	46,321
Sequoia	060-0240-012	3333 Rosemont Dr	1960	33,869
Serna Center	037-0310-029	5735 47th Ave	2000	155,000
Sol Aureus College Prep	030-0042-020	6620 Gloria Dr	1965	27,658
St. HOPE Public School 7 (PS7)	022-0290-017	5201 Strawberry Lane	1958	28,073
Success Academy	037-0310-013; 014	2221 Matson Dr	1960	38,969
Susan B. Anthony	053-0010-028	7864 Detroit Blvd	1977	32,231
Miwok	007-0054-001	3150 I St	1957	99,925

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Suttersville	017-0201-036	4967 Monterey Way	1950	34,388
Tahoe	015-0071-001; 015-0151-002	3110 60th St	1947	42,655
The MET Sacramento	009-0182-001	810 V St	1947	26,024
Theodore Judah	004-0111-014	3919 McKinley Blvd	1939	44,301
Transportation	015-0104-001; 015-0104-009	7050 San Joaquin St	2016	22,950
Washington	002-0136-001	520 18th St	1975	35,583
West Campus	023-0010-002	5022 58th St	1954	104,498
Will C. Wood	038-0021-006; 038-0031-001; 002; 003; 004	6201 Lemon Hill Ave	1960	104,332
William Land	009-0136-002; 003	2120 12th St	1975	43,875
Woodbine	036-0141-005	2500 52nd Ave	1953	27,416
Yav Pem Suab Academy	031-0700-053; 031-0020-073; 031-0620-011	7555 S Land Park Dr	1988	40,610

GENERAL TERMS AND CONDITIONS

1. **SAMPLE AGREEMENT DOCUMENT.** A sample of the Agreement is provided in the “Sample Agreement Document” section of this RFP. The Terms and Conditions of the Sample Agreement are incorporated herein and made a part of these General Terms and Conditions.
2. **DISTRICT PURCHASE ORDER.** The successful Vendor will be issued a District Purchase Order.
3. **PROPOSAL PRODUCTS, EQUIPMENT, AND SERVICES (“WORK” or “SERVICES”).** All Work provided under this RFP shall meet or exceed the requirements in the RFP Scope of Work and shall comply with all federal and California State laws. By submitting a Proposal, Vendor hereby warrants and represents that all Work offered herein will comply with all applicable regulations and shall be solely responsible in the event any Work or statement violates any such regulations. Failure to provide Work shall be considered sufficient cause for default action under the default provision of this RFP.
4. **EXAMINATION OF PROPOSAL DOCUMENTS.** Vendors shall thoroughly review and be familiar with the RFP Documents, including but not limited to, all Scope of Work, Proposal Preparation Instructions, General Terms and Conditions, and Proposal Forms. The failure or omission of any Vendor to receive or examine any of the RFP Documents, forms, instruments, addenda, or other documents shall not relieve such Vendor from any obligation with respect to the Proposal, the Agreement, or Work required under the RFP. The District assumes no responsibility or liability to a Vendor for, nor shall the District be bound by any understandings, representations or agreements of the District’s agents, employees, or officers concerning this RFP, including the Scope of Work, made prior to the execution of the Agreement. The submission of a Proposal shall be deemed prima facie evidence of the Vendor’s full compliance with requirements of this section.
5. **DISTRICT’S RIGHT TO MODIFY PROPOSAL DOCUMENTS.** Prior to the public Proposal opening, the District expressly reserves the right to modify the RFP, including but not limited to, all Scope of Work, Proposal Preparation Instructions, General Terms and Conditions, Proposal Forms, or any portion(s) thereof by the issuance of written addenda or amendments shared with all Vendors who have registered as potential bidders on District’s Bid Website at <https://vendors.planetbids.com/portal/61521/portal-home>. In the event the District modifies any portion of the RFP pursuant to the foregoing, the Proposal submitted by any Vendor shall be deemed to include any and all modifications reflected in any addenda issued.
6. **ADDENDA OR BULLETINS.** Any addenda or bulletins issued during the Proposal process shall form part of the specifications issued to Vendors for the preparation of their Proposals and shall constitute part of the Proposal Documents. Vendor must acknowledge, in their Proposal, receipt and incorporation of any Addenda or bulletin.
7. **PROPOSAL EXTENSIONS.** Pursuant to Education Code, Section 81644, an Agreement with the successful Vendor, and therefore the requirements set forth in this RFP and the resulting Proposal, may be extended by mutual consent expressed in writing for two (2) additional six-month increments (total potential Proposal life of eighteen (18) months from District award).
8. **VENDOR MODIFICATIONS TO PROPOSAL.** Vendor changes in, or additions to, the Proposal Documents, recapitulations of the Work being proposed, alternative Proposals, or any other modification of the Proposal Documents which is not specifically

called for or permitted may result in the District's rejection of the Proposal. No oral or telephonic modifications of any Proposal will be considered.

- 9. RIGHT TO NEGOTIATE AND/OR REJECT PROPOSAL:** Vendors understand that this RFP does not commit or obligate the District to accept any Proposal submitted. The District reserves the right to accept or reject any or all of the responses, waive any irregularities, and to negotiate with selected Vendor(s) any price or provision, in part or in its entirety, whenever, in the sole opinion of the District, such action shall serve its best interests and those of the taxpaying public. District shall be the sole judge as to the merit and quality of the Services proposed including materials, products or services, and its compliance to the Scope of Work and the requirements and needs of District as set forth herein. Proposals may be rejected on grounds of non-responsibility. The District further expressly reserves the right to postpone the Proposal opening date for its own convenience. Vendors are encouraged to submit their best prices in their Proposals, and the District intends to negotiate only with Vendors whose Proposal most closely meets the District's requirements at the lowest estimated cost. Proposals are subject to acceptance or rejection at any time within one hundred eighty (180) days after opening of same unless otherwise stipulated. The Agreement, if any is awarded, will go to the Vendor whose Proposal best meets the District's requirements and provides the greatest overall value to the District.
- 10. NEGOTIATIONS AND DISCUSSIONS.** The District expressly reserves the right to conduct negotiations and discussions with Vendors concerning their responsive RFP Proposals. Such negotiations and discussions, if conducted by the District, shall be conducted in a fair and impartial manner. The nature and scope of the District's negotiations/discussions with Vendors may include identical areas of inquiry for all Vendors, or differing areas of inquiry for different Vendors. The District shall have the sole discretion to establish the nature and scope of negotiations/discussions with a Vendor based on the District's review of the Vendor's Proposal and the areas or subject matters reflected in the Proposal that the District believes warrants additional discussion or negotiation with the Vendor.
- 11. WITHDRAWAL OF PROPOSAL.** A Vendor may withdraw its Proposal on the District's bid website without prejudice prior to the time and date of the Proposal opening. If this occurs, the Proposal will be marked "Withdrawn" and the District will not be able to open it. Withdrawn Proposals may be resubmitted up to the time designated for the Proposal opening provided that they are in full conformance with the RFP. A Vendor may not withdraw its Proposal for a period of one hundred eighty (180) days after the time and date set for Proposal opening (the "Proposal Term").
- 12. PRICING.** Pricing on the Proposal shall be net including all discounts. In the event of inconsistencies in pricing on the Proposal, District will look to the written amount and reserves the right, at the District's sole discretion, to reject a Proposal with such inconsistency as "non-responsive". When applicable, the extensions of unit prices for quantities indicated and the lump sum prices stated by the Vendor must be entered in figures in the spaces provided in the Proposal Documents. If unit price and extension are shown and there is a discrepancy between the two, the unit price will be considered correct and shall be binding on Vendor. All pricing provided by Vendor will remain valid and shall not change throughout the Term of the Agreement. In the event of a general price decrease, the District reserves the right to revoke the Proposal award unless the decrease is passed on to the District.

- 13. SUBCONTRACTORS.** Vendor may not subcontract, transfer, or assign any portion of the Agreement awarded as a result of this RFP without prior approval of the District. The District reserves the right to refuse approval, at its sole discretion, of any subcontract, transfer, or assignment. If a Vendor intends to use subcontractors, the Proposal must specifically identify the scope and portions of the Work each subcontractor will perform. After the RFP is awarded, a Vendor may only substitute an approved subcontractor at the discretion of the District and with the District's prior written approval. Notwithstanding any District approval relating to subcontracts, the Vendor who is awarded an Agreement pursuant to this RFP will be the prime Vendor and will be responsible for all Work under the Agreement. Dissemination of the RFP Documents to subcontractors and dissemination of addenda issued during the RFP process is solely the responsibility of each Vendor.
- 14. SUBSTITUTIONS.** All Work proposed must conform to the Scope of Work set forth in Proposal Documents. The District reserves the right to reject all Proposals that do not conform to the Scope of Work. If Vendor does not indicate clearly and in writing that the Services proposed is other than that specified in the RFP ("Equivalent Proposal"), it is understood that Services proposed is as specified. District shall give full consideration to any Equivalent Proposal by determining if such Equivalent Proposal meets the requirements and needs of District as set forth herein. Any Vendor with an Equivalent Proposal must demonstrate why such Equivalent Proposal meets the requirements herein. Proposals varying from District's RFP in significant detail from the specifications set forth herein are not solicited and may be disqualified at District's sole discretion and regardless of Vendor's analysis. The District's opinion shall be final.
- 15. OR EQUAL.** Pursuant to Section 3400 of Public Contract Code, all specifications shall be deemed to include the words "or equal", provided however that permissible exceptions hereto shall be specifically noted in the specifications, if applicable. District reserves the sole discretion to determine acceptability and equivalency of Work proposed.
- 16. EXECUTION OF THE AGREEMENT.** The successful Vendor shall execute a written Agreement with the District within ten (10) working days after Notice of Intent to Award the Agreement has been sent by email to the address given in the Vendor Information and Signatory Page. The Agreement shall be made in the form adopted by the District and incorporated in this RFP. The successful Vendor warrants that successful Vendor possesses, or has arranged through subcontracts, all capital and other equipment, labor and materials to carry out and complete the Scope of Work in compliance with all federal, state, county, city and District guidelines, including Board policies and regulations which are applicable. District shall not accept, nor be bound by, any proposed Agreement or Agreement language included in any Proposal.
- 17. FAILURE TO ENTER INTO AGREEMENT.** If the successful Vendor fails to enter into the Agreement within the specified time period, the pending award will be annulled. An award may be made to another Vendor who shall fulfill every stipulation as if it were the party to whom the first award was made.
- 18. COMMENCEMENT DATE AND DELIVERY DATE.** Actual commencement shall be coordinated with the District but shall be in accordance with that specified in the Proposal Documents. District shall reject all Proposals, regardless of price, that fail to affirmatively and clearly indicate ability to deliver the Work within the required time. **Give careful attention to any required commencement date and/or delivery dates of the Work included in the RFP.**

- 19. FAILURE TO FULFILL AGREEMENT.** Should successful Vendor shall fail to deliver any Work or shall deliver any Work which does not conform to the Scope of Work, the District may, at its sole discretion, annul and set aside the Agreement entered into with said Vendor, either in whole or in part, and make and enter into a new Agreement for the same item(s) in such manner as seems to the District to be to the best advantage of the District. Any failure to furnish such Work by reason of the failure of the Vendor, as above stated, shall be a liability against such Vendor. The District reserves the right to cancel any Work which the successful Vendor may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Vendor provided satisfactory proof is furnished to the District, if requested.
- 20. LIQUIDATED DAMAGES.** If all Work is not delivered and installed in accordance with the Agreement by fault of the Vendor, it is understood that the District will suffer damages. It is agreed that Vendor shall pay to District as fixed and liquidated damages, and not as a penalty, the sum equal to the amount of actual loss incurred by the District as a result. This amount shall be deducted from any payments due or to become due to successful Vendor. Successful Vendor shall be liable for the amount thereof. Time extensions may be granted by District through written notification at its sole discretion upon written request from successful Vendor. The successful Vendor shall not be assessed liquidated damages for any delay in delivery if such delay is caused by a failure of District.
- 21. PATENTS, ETC.** The successful Vendor shall hold the District, its officers, agents, servants and employees harmless and free from liability of any nature or kind on account of use (by publisher, manufacturer or author) of any copyrighted or non-copyrighted composition, secret process, patented invention, article or appliance furnished or used under this Proposal.
- 22. PROPOSAL PROTEST.** Any Vendor submitting a Proposal to the District may file a protest of the District's Notice of Intent to Award Agreement, provided that each and all of the following are complied with:
- the proposal protest is in writing;
 - the proposal protest is emailed to: Robert-Aldama@scusd.edu
 - the proposal protest is filed and received not more than five (5) calendar days following the date of issuance of the District's Notice of Intent to Award Agreement; and
 - the written proposal protest sets forth, in detail, all grounds for the proposal protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the proposal protest. Any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence.

Any Proposal protest not conforming to the foregoing shall be rejected by the District as invalid. Provided that the Proposal protest is filed in strict conformity with the foregoing, the District's Purchasing Manager, Chief Business and Operations Officer, or such individual(s) as may be designated in his/her discretion, shall review and evaluate the basis of the Proposal protest, and shall provide a written decision to the Vendor submitting the Proposal protest, and concur with or deny the Proposal protest. The written decision of the District's authorized representative shall be final and not be subject to reconsideration or appeal with the District or the District's Board of

Education. Vendor shall not seek judicial relief, in any form, relative to the District's Intent to Award the Agreement, or the protest thereof, unless the foregoing Proposal protest procedure has been strictly and timely complied with by the Vendor. The issuance of a written decision by the District's authorized representative shall be an express condition precedent to the institution of any legal proceeding relative to the Proposal process, the District's Notice of Intent to Award Agreement or the District's determination to reject all Proposals. In the event that any legal proceeding shall be instituted relative to the Proposal process, the District's Notice of Intent to Award Agreement or the District's determination to reject all Proposals and the District is named as a party therein, the prevailing party(ies) in any such legal proceeding, including any appeals therefrom, shall recover from the other party(ies) to such legal proceedings, all costs, all attorney's fees and costs incurred in connection with all such proceedings.

23. **PUBLIC RECORDS.** At such time as the District shall issue the Notice of Intent to Award Agreement, all Proposals and other documents submitted to the District become a matter of public record and shall thereupon be considered public records, except for information contained in such Proposals deemed to be trade secrets (as defined in California Civil Code, Section 3426.1). A Vendor should not indiscriminately mark all or most of the Proposal as exempt from disclosure as a public record, whether by the notations "Trade Secret", "Confidential" or "Proprietary". District, at its sole discretion, shall determine whether the information or documents provided by Vendor are required to be made available as a public record based on applicable law, regardless of whether Vendor claims or marks the information as confidential or otherwise protected from disclosure. The District shall in no way be liable or responsible for the disclosure of such records, including those exempt from disclosure, if disclosure is required by law, an Order of the Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its officers, employees or agents. At such time as Proposals are deemed to be a matter of public record, pursuant to the above, any Vendor or other party shall be allowed access for inspection of such Proposals on the date and time immediately following the opening of Proposals. In the event the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a Proposal deemed exempt from disclosure hereunder, the Vendor submitting materials sought by such action or proceeding agrees, upon submission of its Proposal to the District for consideration, to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation, attorney's fees arising therefrom. Further, in such event, the party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a Court of competent jurisdiction.

END OF GENERAL TERMS AND CONDITIONS