

REQUEST FOR QUALIFICATIONS/PROPOSAL

Laguna Beach Unified School District

GEOTECHNICAL SERVICES FOR EL MORRO TK AND KINDERGARTEN MODERNIZATION PROJECT

A combination Request for Qualifications/Proposal (RFQ/P) is being issued by Laguna Beach Unified School District to identify qualified firms to propose on geotechnical services in accordance with the requirements expressed in this document and in compliance with all applicable local, state, and federal codes and regulations for the proposed El Morro TK and Kindergarten Modernization Project (the "Project"). The services include the preparation of a CGS-approved geotechnical engineering investigation report performed in conformance with the 2022 California Building Code (CBC).

DISTRICT OVERVIEW

The Laguna Beach Unified School District ("LEA") is located at 550 Blumont Street, Laguna Beach, CA. The Laguna Beach Unified School District is governed by a five-member Board of Education. Through this RFQ/P, the LEA is seeking proposals from qualified firms in order to identify and select the most qualified Geotechnical Engineering firm to provide services for the El Morro TK and Kindergarten Modernization Project.

PROPOSAL DUE DATE AND TIME

Deadline for submitting electronic qualifications/Proposal via email:

- **Date:** [May 22, 2026](#)
- **Time:** [5:00 pm](#)
- **Location:** Digital Submittal, Single PDF Emailed Attachment
- **Email:** facilities@lbusd.org
- Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, CA 92651

PROJECT SUMMARY

A. Project Location

El Morro Elementary School is located at [8681 North Coast Highway](#), Laguna Beach, CA.

B. Project Description The purpose of this report is to evaluate the geological and seismological hazards of the project site area for the modernization and seismic retrofit of two existing classroom buildings, and provide relevant geotechnical design parameters and

recommendations to aid in the design and construction of the proposed building project. The primary objective of the project is the modernization of the Kindergarten and TK facilities, requiring a Geotechnical Investigation Report that is approved by CGS per the requirements of DSA to seismically retrofit a building. The improvements include interior modifications to classrooms, offices, restrooms, and support spaces, as well as upgrades to mechanical, electrical, and plumbing systems. The two structures are existing one-story classroom buildings, and no vertical expansion is anticipated. The proposed renovation is limited to these two one-story buildings and will include the addition of new shallow footings intended to support and supplement the existing foundations. The interaction between the new and existing foundation systems should be evaluated as part of the geotechnical investigation and recommendations.

- **Anticipated Design Schedule:** 8 weeks from the Contract date to complete the field sampling and prepare a geotechnical investigation report that complies with the project requirements. CGS approval is to be obtained in a timely manner.

CONTACT PERSON AND SUBMITTAL ADDRESS

Interested entities are invited to submit qualifications/proposals to the following contact person digitally only. A single PDF file is to be sent via email by the above due date and time: Attention: [Ryan Zajda](#), Facilities Department; facilities@lbusd.org; Laguna Beach Unified School District, 550 Blumont Street, Laguna Beach, CA 92651.

SCOPE OF SERVICES

Task 1 – Review Background Information

Task 2 – Coordinate and Perform Field Exploration

Task 3 – Perform Geotechnical Laboratory Testing

Task 4 – Conduct Engineering Analyses

Task 5 – Prepare Geotechnical Report

Task 6 – Post-Report Consultation

The report shall comply with the Geotechnical and Geo-hazard investigations as described in Section 1803A of the current CBC for Seismic Design Categories D through F and the current edition of the California Building Code, Chapter 16, Structural Design, Chapter 18, Soils & Foundations; Appendix J, Grading. All exploration is to comply with the CGS, Note 48 Checklist.

The following list of minimum criteria is those items which LBUSD would like to see specifically addressed within the report and shall not be construed as a limit to the scope of work of the investigation:

Site Conditions

- Description of on-site soils, boring locations, and test methodologies utilized in making determinations.
- Provide at least one boring for every 5,000 sqft of building footprint within the planned footprint of the building. Assume 4 borings for proposal purposes.
- Foundation design recommendations for the seismic retrofit of the buildings, including building pad preparation.
- Groundwater Depth and Location relative to Flood Hazard Zone.
- Vehicular Asphalt and concrete sidewalk subgrade and grading recommendations for the front parking and drop-off zone.

Faulting and Seismicity

- Location relative to earthquake fault zones, seismic hazard zones for landslides, and seismic hazard zones for liquefaction.
- Location relative to an area identified as a geological hazard in the Safety Element of the Local General Plan.
- Proper seismic shaking values must be used in project characterization, and adequate documentation must be provided to support conclusions.
- When geological hazards are identified, the report must include design recommendations to mitigate them.
- The report must be signed by a California-registered geotechnical engineer and California certified engineering geologist.

Soil Evaluation

- Collapse Potential Lab Test.
- In situ moisture content and dry density (ASTM D2216 and ASTM D2937).
- Particle Size Gradation (ASTM D422) and Percent finer than No. 200 Sieve (ASTM D1140).
- Expansion Index (ASTM D4829) and Maximum dry density and optimum moisture content (ASTM D1557).
- Direct Shear (ASTM D3080) and Consolidation characteristics (ASTM D2435).
- R-Value (California Test Method 301).
- Corrosivity suite – Sulfate content, Chloride content, pH and Resistivity (California Test Methods 417, 422, and 643).

Earthwork and Site Grading Recommendations

- Grading, Over excavation and Compaction, and Subgrade Preparation.
- Structural Backfill and Buried Utilities and Trench Backfill.
- Suitability of on-site soils for use in trench backfill in lieu of sand bedding.
- Types of imported fill (if required) for use in compacted fills.
- Special recommendations for expansive soils or for proposed site work where expansive soils are present.

Design Recommendations

- Foundation Type and Bearing Pressures: provide practical and economic considerations, consistent with good engineering requirements.
- Footing recommendations for freestanding shade structure/canopies.
- Recommendations for retaining walls, concrete-pedestrian/vehicular paving, precast concrete pavers, and light pole footings.
- Anticipated Traffic Index (TI) for site pavements.
- Pavement recommendations that would include pavement and base thicknesses, and recommended relative compactions for subgrade, base, and pavement.
- Lateral Earth Pressures and Resistance to Lateral Loads (Active, Passive, and Seismic Lateral Forces for Above Grade).
- Modulus of Subgrade Reaction and Slabs on grade.
- Underground Utility Pipe Design and Construction (Soil Parameters for Pipeline Design, Pipe Bedding).
- Asphaltic Concrete and Cement Concrete Pavement Design.

Construction Recommendations

- Temporary Excavations.
- Evaluation of construction documents to confirm the accuracy and completeness of the interpretations of the report.
- Special recommendations including: underpinning, excavation problems related to adjacency to existing structures, sulfate content of soils, corrosion studies, foundation drains, and permanent/temporary cut and fill.

TENTATIVE SCHEDULE

- **RFQ/P Issue Date:** 4/24/2026
- **Non Mandatory Site Walk:** 5/06/2026
- **Last Date for Questions/Clarifications:** 5/13/2026
- **Due Date for RFQ/P:** 5/22/2026
- **Board of Education Acceptance:** 6/08/2026
- **Field Work:** 6/15 - 6/19 (1 week)
- **Complete Study and Provide Final Report:** 8/07/2026 (8 weeks)

SUBMITTAL REQUIREMENTS

General Information: Each organization submitting an RFQ/RFP shall submit one (1) electronic copy in PDF format via email. Include a primary contact person or persons from your firm, listing their name, title, telephone, and email. Submittals shall be signed by an authorized individual or officer of the firm submitting the statement. Use only 8 ½" x 11" paper. Limit the entire proposal to no more than 30 pages, including covers, resumes, project references, rate sheets, etc.

In order to control information disseminated regarding this RFQ/P, organizations interested in submitting proposals are not to make personal contact with the members of the Governing Board and District Administrations, except for the individuals listed below:

- Ryan Zajda, Director of Facilities, Telephone (949) 497-7700 ext. 5213, Email: facilities@lbusd.org

The Board of Education reserves the right to accept or reject any or all submissions, to negotiate with any or all responsible submitters, and to waive any irregularity in the RFQ/P. Submitters shall be responsible for any and all expenses that may occur in preparing submittals and presentations.

Recommended Submittal Format

- **Cover Letter:** A cover letter containing an introduction, including the number of years in business, the date the firm was established, and the primary contacts proposed for this RFP and all related contact information.
- **Table of Contents**
- **Experience:** Summary of Geotechnical firm's relevant expertise and experience pertaining to the assessment and remediation of geological, soils, and seismic conditions for determining the suitability for the development of school sites in California.
- **Project Team:** Identification of Geotechnical firm's project team and their specific expertise and experience in geotechnical-related services.
- **Location:** Information as to the location of Geotechnical firm's headquarters, the address and contact information for the local contact office, and the primary contact person for the Geotechnical firm.
- **Work History:** Appropriately detailed description of projects the Geotechnical firm has worked on within the last three (3) years, which demonstrate the firm's relevant geotechnical experience and successes on public works school projects. Each project description should include the date(s) that the relevant geotechnical work was performed.
- **Consultants:** Provide a list of any proposed consultants and the work they will perform.
- **Litigation/Arbitration/Termination with Owner:** If you have been party to any litigation, mediation, or arbitration with the owner, or if you have been terminated for cause while under an agreement, describe each event and indicate the final results.
- **Billing Rates:** Billing rates for all personnel and/or categories of employees, as well as any overhead or other special charges. Also, include a Not to Exceed Fixed Fee Proposal, signed by a representative authorized to bind your firm into an agreement, for services related to this RFQ/P.

SELECTION PROCESS

The District will review qualifications/proposals and select a firm to perform the services described herein. The selection will be based upon, but not limited to, the following criteria:

- Responsiveness and Qualifications of the Firm
- Experience of the proposed team members
- Compensation Fee

The District is not obligated to explain any deficiencies in submitted RFQ/P documents, nor accept requests for justification from firms not selected. The District reserves the right to accept or reject any and all qualifications/proposals, or any portion or combination thereof; to contract for services with whomever and in whatever manner the District decides; to abandon the services entirely; to award on the basis of the total proposal; and to waive any informality or nonsubstantive irregularity, as the interests of the District may require.

REQUEST FOR INFORMATION

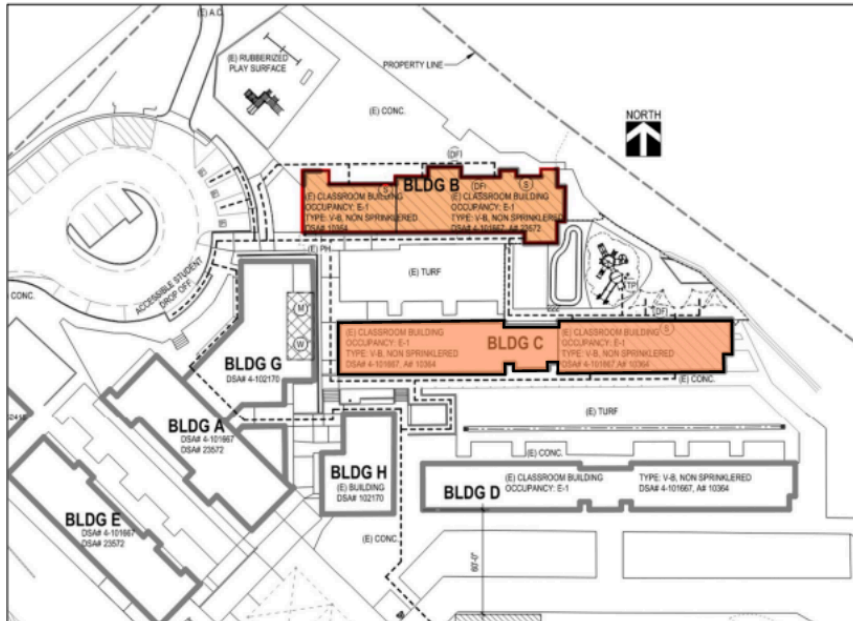
Requests for information regarding this proposal must be submitted in writing and emailed to [Ryan Zajda](mailto:Ryan.Zajda@lbusd.org) at facilities@lbusd.org within the timeframe stated in the proposed schedule. RFIs submitted after the deadline will not receive a response.

All RFIs will be responded to via Addenda following the submission deadline. LBUSD Facilities Department is not responsible for RFIs sent to the wrong department or person, nor will it be the responsibility of the department/person to forward misdirected requests to the designated person(s) identified in the RFP.

INSURANCE

The selected firm will be required to comply with the District's insurance requirements as outlined in the Independent Consultant Agreement. Insurance must be provided following the Board's award of the contract and prior to beginning any work on the project.

SITE MAP



ATTACHMENTS

- Independent Consultant Agreement
- Prior Site Soil Reports for Reference: Shared Folder Link Below.
https://drive.google.com/drive/folders/1uQsD-vN7mOAa4HVMY9SM_kygKMW0UZ_a?usp=sharing

normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Contractor assumes the full responsibility for the acts and/or omissions of Contractor's employees or agents as they relate to the Services to be provided under this Agreement. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.

6. Materials. Contractor shall furnish, at Contractor's own expense, all labor, materials, equipment, supplies and other items necessary to complete the Services to be provided pursuant to this Agreement, except as follows: None.

Contractor's Services will be performed in accordance with generally and currently accepted principles and practices of Contractor's profession.

7. Originality of Services/Intellectual Property. Contractor agrees that all ideas, technologies, formulae, procedures, processes and methods prepared for and submitted by Contractor to the District in connection with the Services set forth in this Agreement, shall be wholly original to Contractor and shall not be copied in whole or in part from any other source, except that submitted to Contractor by District as a basis for such Services. Contractor further agrees that all materials and writings in whatever form prepared for, written for, or otherwise submitted by Contractor as part of the Services to the District and/or used in connection with the Services set forth in this Agreement ("Content"), reflect the intellectual property of, and copyright interests held by District and shall not be copied or used in whole or in part by Contractor without District's express written permission. Contractor understands and agrees that all Content produced under this Agreement is the property of District and cannot be used without District's express written permission. Contractor acknowledges and agrees that District shall have all right, title and interest in said Content, including the right to secure and maintain the copyright, trademark and/or patent of said Content in the name of the District.

8. Termination. District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for Services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of Services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three (3) days after the day of mailing, whichever is sooner.

District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Agreement by the Contractor; or (b) any act by Contractor exposing the District to liability to others for personal injury or property damage; or (c) Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Written notice by District shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the District

may secure the required Services from another contractor. If the cost to the District to secure the required Services from another contractor exceeds the cost of providing the Services pursuant to this Agreement, the excess cost shall be charges to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the Contractor, or no later than three (3) days after the day of mailing, whichever is sooner.

9. Hold Harmless. Contractor agrees to and does hereby indemnify, hold harmless and defend the District and its Governing Board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the Contractor or any person, firm or corporation employed by the Contractor, either directly or by independent contract, upon or in connection with the Services called for in this Agreement, however caused, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.
- (b) Any injury to or death of any person(s), including the District's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the Contractor, or any person, firm or corporation employed by the Contractor, either directly or by independent contract, arising out of, or in any way connected with, the Services covered by this Agreement, whether said injury or damage occurs either on or off District's property, except for liability for damages which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.
- (c) Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopied matter or patented or unpatented invention under this Agreement.

10. Insurance. Contractor shall insure Contractor's activities in connection with the Services under this Agreement and agrees to carry insurance to ensure Contractor's ability to adhere to the indemnification requirements under this Agreement.

10.1 Contractor shall, at Contractor's sole cost and expense, maintain in full force and effect the following insurance coverages from a California licensed insurer with an A-VIII, or better, rating from A.M. Best or an approved self insurance program, sufficient to cover any claims, damages, liabilities, costs and expenses (including attorney fees) arising out of or in connection with Contractor's fulfillment of the obligations under this Agreement:

(a) Comprehensive or Commercial Form General Liability Insurance, including bodily injury, property damage and contractual liability with minimum limits as follows:

(1)	Each Occurrence	\$1,000,000
(2)	Products Completed Operations	\$1,000,000
(3)	Personal and Advertising Injury	\$1,000,000
(4)	General Aggregate (Not Applicable to the Comprehensive Form)	\$2,000,000

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. This policy shall include or be endorsed to include abuse and molestation coverage of at least \$1,000,000 for each occurrence.

(b) Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than \$1,000,000 per occurrence. (Required only if the Contractor drives on behalf of the District in the course of performing Services.)

(c) Professional Liability Insurance with a limit of \$5,000,000 per occurrence, if applicable.

(d) Workers' Compensation and Employers Liability Insurance in a form and amount covering Contractor's full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws. The policy shall be endorsed with the insurer's waiver of rights of subrogation against the District.

Part A - Statutory Limits for Contractor
Part B - \$1,000,000 Employers' Liability

It should be expressly understood, however, that the coverages and limits referred to under (a), (b) and (c) above shall not in any way limit the liability of the Contractor.

10.2 No later than ten (10) days from execution of this Agreement by the District and Contractor, and prior to commencing the Services under this Agreement, Contractor shall provide District with certificates of insurance evidencing all coverages and endorsements required hereunder.

Contractor shall provide prior written notice to the District thirty (30) days in advance of any non-renewal, cancellation, or modification of the required insurance. The certificates of insurance providing the coverages referred to in clauses (a) and (b) above shall

name District, its Governing Board, officers, and employees, as additional insureds with appropriate endorsements. In addition, the certificates of insurance shall include a provision stating, "The Laguna Beach Unified School District, including its officers, agents, employees, and volunteers, must be named as additional insured parties. The insurance provided by this policy shall be primary, and any insurance carried by Laguna Beach Unified School District shall be excess and noncontributory." Failure to maintain the above-mentioned insurance coverages shall be cause for termination of this Agreement.

11. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.

12. Compliance with Applicable Laws. The Services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, the Services, equipment and personnel engaged in Services covered by this Agreement or accruing out of the performance of such Services.

12.1. Fingerprinting. Education Code section 45125.1 requires that employees of a contractor under contract with a school district shall ensure that such employees who interact with students outside of the immediate supervision and control of the student's parent or guardian or a school district employee must be fingerprinted by the California Department of Justice for a criminal records summary. If a criminal records summary is required, the Contractor expressly agrees that Contractor and all of Contractor's current and subsequent employees will submit or have submitted fingerprints in a manner required by the California Department of Justice, as set forth in Education Code section 45125.1. Contractor and/or Contractor's current and subsequent employees shall not come in contact with students until the California Department of Justice has ascertained that the Contractor and/or Contractor's employees have not been convicted of a violent felony as defined in Penal Code section 667.5(c) or a serious felony as defined in Penal Code section 1192.7(c). Contractor shall certify in writing Contractor's compliance with Education Code section 45125.1 to the Governing Board of the District. Contractor's certification shall be signed by Contractor under penalty of perjury under the laws of the State of California, and submitted to the District representative executing this Agreement. Contractor shall fulfill these requirements at its own expense. The District may require the Contractor and its current and subsequent employees to submit to additional criminal records checks at the District's sole and absolute discretion.

12.2. Tuberculosis Testing. Contractor and/or Contractor's current and subsequent employees providing Services to the District agree to undergo tuberculosis screening and to submit written verification of negative results for tuberculosis, if required by the District, prior to commencing Services pursuant to this Agreement.

13. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with

the furnishing of Services pursuant to this Agreement.

14. Employment with Public Agency. Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Services are actually being performed pursuant to this Agreement.

15. Force Majeure. Neither party will be liable for damages for any delay in performance or nonperformance caused by acts of God such as, but not limited to, earthquakes, severe weather conditions such as tornados, floods, hurricanes, or other natural disasters, war, riots, terrorism, civil commotions, acts of public enemy, acts of civil or military authority, fire, explosion, epidemics or pandemics, or any law, proclamation, regulation, ordinance or other act or order of any court, government or governmental agency, or any other similar causes beyond the reasonable control of the party obligated to perform under this Agreement. Performance by that party for a period equal to the period of that delay in performance or nonperformance is excused, provided the party seeking the excuse gives written notice detailing the force majeure event and its good faith efforts to perform the Agreement. In addition, either party may terminate this Agreement if the delay in performance or non-performance exceeds _____ () calendar days.

16. Entire Agreement/Amendment. This Agreement and any exhibits attached hereto constitute the entire Agreement between the parties and supersedes any prior or contemporaneous understanding or agreement with respect to the Services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement. This Agreement incorporates by this reference, any exhibits, which are attached hereto and incorporated herein. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party, the Agreement shall forthwith be physically amended to make such insertion or correction. The Agreement and bid documents are complementary. Contractor warrants and certifies that in the performance of this Agreement, it will comply with all applicable statutes, laws, rules, regulations and orders of the United States, and of any state or political subdivision thereof, including laws and regulations pertaining to labor, wages, hours, and other conditions of employment.

17. Nondiscrimination. Contractor agrees that Contractor will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, sex, marital status, age, or other characteristics protected by federal or state laws.

18. Non Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be

deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. Notice. All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this Agreement, the addresses of the parties are as follows:

District:

Contractor:

Laguna Beach Unified School District
550 Blumont Street
Laguna Beach, CA 92651
Attn: Asst. Superintendent, Business Services

20. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. Attorney Fees/Costs. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

22. Headings. The headings contained in this Agreement are provided exclusively for reference and the convenience of the parties. No legal significance of any type shall be attached to the headings.

23. Counterparts. This Agreement may be signed and delivered in two counterparts, each of which, when so signed and delivered, shall be an original, but such counterparts together shall constitute the one instrument that is the Agreement, and the Agreement shall not be binding on any party until the parties have signed it.

24. Authorized Signatures. The individual signing this Agreement warrants that he/she is authorized to do so. The District and Contractor understand and agree that a breach of this warranty shall constitute a breach of the Agreement and shall entitle the non-breaching party to all appropriate legal and equitable remedies against the breaching party.

25. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California. This Agreement is made in and shall be performed in Orange County, California.

This Agreement is entered into this ____ day of _____, 20__.

Laguna Beach Unified School District

Contractor Name

By:

By:

Name: Manoj Roychowdhury

Name:

Title: Asst. Superintendent, Business Services

Title:

LBUSD Board Approved:

Taxpayer Identification Number