

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P) #2526-01
FACILITIES MASTER PLAN PREPARATION FOR PROJECTS
AT SARATOGA UNION SCHOOL DISTRICT**

DEADLINE TO SUBMIT INQUIRIES: APRIL 29, 2026 AT 4:00 P.M.

QUESTIONS AND ANSWERS

The following questions received through the deadline date and corresponding answers are as follows:

Question #1. Can the district please provide a list of the campuses with respective square footage.

Answer #1: The sites and related square footage are as follows:

Argonaut Elementary: 11.064 Acres, Buildings 74,100 square feet

Foothill Elementary: 11.17 Acres, Buildings 94,700 square feet

Saratoga Elementary: 7.26 Acres (Includes District Office), Buildings 66,205

Redwood Middle School: 17.227 Acres, Buildings 139,150 square feet (the warehouse may be included in Redwood Middle School)

District Office: Buildings 8,750 square feet

Question #2: Is the district using a CMMS system? If so, which platform.

Answer #2: The district currently contracts with Associated Valuation Services in Modesto, CA and utilizes their WITS (Web Interface Tracking System) to track all assets over \$500, capital assets over \$5,000, land, buildings and both site and land improvements.

Question #3: In connection with the District's Proposition 2 compliance requirements, should the proposal include student forecasting and/or enrollment projections as part of the Facilities Master Planning scope?

Answer #3: Yes the facility master plan must include all requirements to meet Proposition 2 compliance requirements which includes student forecasting and enrollment projections.

Question #4: The RFQ/P requests references that include construction value. For past Facilities Master Plan projects, how would the District like proposers to define "construction value"?

Answer #4: Projects should be listed at current costs of construction to complete.

Question #5: The RFQ/P schedule references posting responses to inquiries on the “BUSD Website.” Could the District please confirm the correct website/location where responses to proposer questions will be posted?

Answer #5: This was a typo in the RFP/RFQ documents. It should read as the SUSD website located [here](#).

Question #6: The RFQ/P appears to list potential interviews as March 18–22, 2026, while the proposal due date is May 14, 2026. Could the District please reconfirm the intended interview dates?

Answer #6: The range of dates listed should be May 18-22, 2026. If interviews are held it will be within this range subject to securing calendar dates for the interview panel. The District may determine interviews are not necessary depending on initial review of proposals submitted.

Question #7: The RFQ/P notes that each of the District’s schools shall be included within the scope of Master Plan preparations services then lists the schools as well as administration building and plant operations and maintenance. Should the non-school buildings (Admin and plant operations) be included in the facilities assessment and master plan? Are these non-school buildings co-located on a school campus or on other property. Is the administration building the District office?

Answer #7: All four school sites, the maintenance/warehouse building and the District Office should all be included in the proposal. They are separate locations, but the District Office is included in the land for Saratoga Elementary and the maintenance/warehouse is included in the land for Redwood Middle School. The District Office is considered the Admin non-school building.

Question #8: The insurance limits listed in the RFQ/P are different from the limits included in Appendix A, Form of Agreement. For example, the RFQ/P lists Commercial General Liability at \$2m / \$2m, where the Appendix A lists it at \$1m / \$2m.

Answer #8: Please use the information in the following table for insurance limits to be submitted with proposals.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 2,000,000
General Aggregate	\$ 2,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
Professional Liability	\$ 2,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 2,000,000

Question #9: *The RFP Response Schedule Summary lists “Responses to all inquiries will be posted to the BUSD Website.” Since this RFQ/P is for Saratoga Union School District, can the District confirm where responses to questions will be posted?*

Answer #9: Please see answer #5 above.

Question #10: *The schedule lists potential interviews as March 18–22, 2026, which appears to be before the proposal due date of May 14, 2026. Can the District confirm the anticipated interview dates?*

Answer #10: Please see answer #6 above.

Question #11: *The scope references an existing Facilities Condition Assessment, SUSD facilities maintenance information, and previous facilities systems replacement project information. Will these documents be made available to proposers prior to fee proposal submission, or should firms assume they will be provided after selection? When was the facilities condition assessment created?*

Answer #11: The district does not have a current facility master plan, but several documents collected over time of projects conducted, facility inspection tool reports, current site plans, etc. These would be provided to the firm selected to assist in preparation of a complete facility master plan.

Question #12: Can the District clarify the minimum expected number of community, staff, District administration, and Board meetings to include in the base fee? The RFQ/P references individual school meetings, coordination with District staff, regular updates to District Administration and the Board, but does not identify a target number of meetings.

Answer #12: The District assumes at least (4) 1 hr. leadership meetings with current management staff and (2) 4hr. stakeholder engagement sessions.

Question #13: The RFQ/P requests a fixed fee not-to-exceed amount and states that all required insurance, reimbursables, and overhead costs should be included. Can the District confirm whether reimbursable expenses should be included within the lump sum fee, or listed separately for transparency?

Answer #13: All costs should be included in the fixed fee not-to-exceed amount, but proposals may also include a breakdown list of reimbursable costs for transparency that are included in the fixed fee not-to-exceed amount.

Question #14: Can you please provide the approximate building square footage for each of your facilities to be included in the FMP?

Answer #14: Please see square footage listed in Answer #1 above.

Question #15: Will the firm selected to complete the Facilities Master Plan be precluded from pursuing future project work that results from the FMP?

Answer #15: The district will not exclude any firms responding to this RFP/RFQ from future project work that results from the FPM.

Question #16: Could you please confirm the level of detail requested for the Facilities Condition Assessment Review. Are you looking for a detailed and itemized assessment of each building system and component with their useful life and replacement cost or a general overall assessment of the condition of each building and estimated modernization/replacement cost?

Answer #16: The District would like a detailed and itemized assessment of each building system and component with their useful life and replacement cost so that potential projects can be identified as needed.

Question #17: Does the District have an expected deadline for the completion of the FMP?

Answer #17: The District is exploring the possibility of a Bond on the March 2028 or November 2028 ballot. The District would like to complete the FMP process by December 2026 if possible, but no later than early 2027.

Question #18: Does the District have a clear expectation of the number of meetings required at each school site for Community Outreach?

Answer #18: Please see Answer #12 above.

Question #19: Item #7 under the Scope of work indicates that all Prop 2 Requirements be met. Please confirm whether our proposal should include services to provide Demographic Study, State Funding Analysis and Bonding Capacity Study as required by Prop 2 or if any or all are to be provided directly to the District by a separate consultant.

Answer #20: Proposals should include all services to meet Proposition 2 requirements including a Demographic Study, State Funding Analysis and Bonding Capacity Study.