

**SAN MATEO COUNTY OFFICE OF EDUCATION
REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)
For
ARCHITECTURAL DESIGN SERVICES For
FACILITY IMPROVEMENT PROJECTS**

July 23, 2026 (Issued)

Responses must be received via email only by Tuesday, August 25, 2026, no later than 2:00 PM

NOTICE IS HEREBY GIVEN that the San Mateo County Office of Education (“SMCOE” and/or “the SMCOE”) is seeking proposals from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“Consultants”) to provide a proposal for Architectural Design Services for a group of projects identified by SMCOE as Mission Critical Projects (“MC Projects”) across four school sites. SMCOE considers the completion of the MC Projects necessary to support and enhance the high-quality education SMCOE strives to deliver. The architectural services requested are intended to comprehensively address and deliver the MC Projects through traditional architectural design phased services: Program Development (Programming), Schematic Design, Design Development, Construction Documents, Contractor Bidding and Negotiation, Construction Administration and Project Close out. Where required, the Consultant will coordinate with the Division of State Architect (DSA) to obtain the necessary approvals for the MC Projects. The MC Projects will be delivered as a traditional Design Bid Build method.

MC Projects are based on priorities set forth in a not yet adopted Facilities Master Plan. A narrative description and anticipated budget of each project is provided by SMCOE in this RFQ/P. In addition, SMCOE Design Guidelines and Community Engagement excerpts from the soon to be adopted Facilities Master Plan are provided as guidance as each MC Project(s) is developed.

Consultants are encouraged to submit detailed proposals outlining their expertise and strategies for delivering the MC Projects. As discussed above, the MC Projects will be delivered as a traditional Design Bid Build method. To confirm the overall MC Project scope, the requested fee proposal will be for the first three phases of the work: Programming, Schematic Design & Design Development. The delivery of the remaining phases (construction documents, DSA approval, bidding and negotiation, construction administration and project close out) will be a negotiated professional fee between the Consultant and SMCOE at the conclusion of the Design Development phase. Statement of Qualifications (“SOQ”) should address the complete phased delivery strategy.

Interested Consultants are invited to submit a Statement of Qualifications (“SOQ”) and a detailed Fee Proposal (collectively “RFQ/P” or “Packet”) as described below in the requested materials section, with a cover letter addressed to:

**San Mateo County Office of Education
Ron Soper, Director, Sustainable Construction and Facilities
101 Twin Dolphin Drive
Redwood City, CA 94065**

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SMCOE will only accept electronic Packets sent via email in lieu of hard copies. Faxed or hard copy RFQ/P Packets will not be accepted. Packets received by SMCOE no later than **2:00 PM (Pacific Time) on Tuesday August 25**, via email, will be accepted. Email RFQ/P Packet to Ron Soper, Director, Sustainable Construction and Facilities: rpsoper@smcoe.org. RFQ/P Packets received after this date and time will not be accepted.

If you have any questions regarding this RFQ/P, please submit them in writing to Ron Soper, Director, Sustainable Construction and Facilities: rpsoper@smcoe.org, by **2:00 p.m. on Thursday, August 6, 2026**. Responses will be provided by an Addendum to this RFQ/P by **2:00 p.m. on Thursday, August 13, 2026**.

Each submittal must conform and be responsive to the requirements set forth in this RFQ/P. SMCOE reserves the right to waive any informalities or irregularities in received submittals. Further, SMCOE reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The SMCOE retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

FULL OPPORTUNITY

SMCOE hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprise (“SLBE”), Small Emerging Local Business Enterprise (“SELBE”), and Disabled Veterans Business Enterprise (“DVBE”) firms shall be afforded full opportunity to submit qualifications in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise subjected to discrimination in any consideration leading to the award.

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RFQ/P SCHEDULE OF ACTIVITIES

Listed below is the “Schedule of Activities” which outlines pertinent dates of which firms responding to this solicitation should make themselves aware. SMCOE reserves the right to change the schedule without prior notice. Should any changes to the Schedule of Activities occur, an addendum will be posted to the SMCOE website.

Date	Event	Time / Deadline
Thurs, July 23, 2026	First Advertisement of RFQ/P – Architectural Design Services, Posted to SMCOE Website	-
Mon, July 27, 2026	Second Advertisement of RFQ/P – Architectural Design Services	-
Tue, August 4, 2026	*Mandatory Job Walk - Approx. 2 1/2 hours	1:00 PM
Thurs, August 6, 2026	Last Day to Submit Questions to SMCOE	2:00 PM
Thurs, August 13, 2026	Addendum #1 issued by SMCOE	2:00 PM
Tue, August 25, 2026	Deadline for all Submittals in response to RFQ/P	2:00 PM
Wed, August 26, 2026	Release of Short-Listed Respondents to RFQ/P	2:00 PM
Wed, September 2, 2026	Interviews of Short-Listed Respondents	TBD
Thurs, September 3, 2026	Final Selection, SMCOE - Intent to Award Announced	4:00 PM
Fri, 9/4 – Tue, 9/8, 2026	Bid Protest Period – Received by SMCOE by 9/8/26	2:00 PM
Thurs, September 10 - 2026	Awarded Bidder to Submit Signed Contract, Bonds, Insurance to SMCOE	2:00 PM
Wed, Sept. 16, 2026	SMCOE Board of Education Awards Contract	-
Thurs, Sept. 17, 2026	SMCOE Issues Notice to Proceed (NTP)	9:00 AM

*The job walk is mandatory to attend. Site tours and an overview discussion of the MC Projects will be facilitated by SMCOE. The job walk will begin at 1:00 pm at Site 01, Anne Campbell Center for Children and Families, 65 Tower Road, San Mateo, CA 94402.

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REQUEST FOR QUALIFICATIONS AND PROPOSALS

The purpose of this RFQ/P is to solicit statements of qualifications and fee proposals from experienced Consultants to submit proposals for Architectural Design Services for a group of projects identified by SMCOE as Mission Critical Projects (“MC Projects”) across four school sites listed in the table below: Anne Campbell Center for Children and Families, Gateway Center, Special Services Center (El Portal School) and Special Services Center (Palos Verdes School).

List of facilities in the scope of the MC Projects

Site No.	Site Name and Address Website (if available)	Site Use	No. of Occupants	Year Built	Building Area (SF)
01	Anne Campbell Center for Children and Families 65 & 69 Tower Road San Mateo, CA 94402 Anne Campbell Center	California State Preschool (CSPP), Special Day Class (SDC), Early Start (0-3)	(SDE) - 8 Staff - 1 Student (CSPP) - 12 Students (Early Start) - 51 Students	65 Tower Rd. 1960 69 Tower Rd. 2000	65 Tower Rd. 27,304 sf 69 Tower Rd. 33,949 sf
02	Gateway Community School 35 Tower Road San Mateo, CA 94402 Gateway Center	Community School (9-12)	11 Staff 11 Students	2007	8,640
03	Special Services Center El Portal School 1280 Commodore Drive San Bruno, CA 94066 Special Services Center El Portal School	School (K-22 years old) Multiple Disabilities and Orthopedic Impairment (MD/OI)	26 Staff 25 Students	1966	16,948
04	Special Services Center Palos Verdes School 1290 Commodore Drive San Bruno, CA 94066 Special Services Center Palos Verdes School	School (K-22 years old) Autism and Intellectual Disabilities (Aut/ID)	27 Staff 15 Students	1965	20,805

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A. SMCOE OVERVIEW

The San Mateo County Office of Education supports approximately 84,000 students across 23 school districts by providing services that can be done more efficiently and economically at the county level. These include instructional and technical support, instruction for students with significant disabilities and those in the juvenile court system, and development of the education workforce.

The SMCOE is also a unique district as it runs programs for students with significant disabilities, alternative instruction for learners in the juvenile court system, and an inclusive state preschool. The SMCOE is a leader in environmental literacy and delivers innovative, high impact lessons that empower educators and inspire students to address real world sustainability challenges. The SMCOE supports schools in creating cleaner, greener campuses and leads with major sustainable upgrades to our own facilities. We are deeply committed to safe and supportive school communities and place mental health and well-being at the forefront of our services. Equity is at the heart of everything we do as we foster a culture of continuous learning. The SMCOE provides special educational services to approximately 115 students in four SMCOE-run schools and programs (see the above List of Facilities on page 4 of this RFQ/P for further description).

Additional information can be found on the SMCOE website at the following link:

<https://www.smcoe.org/>

Additional information about SMCOE's Strategic Plan can be found on the SMCOE website at the following link:

<https://www.smcoe.org/about/county-office-of-education/strategic-plan.html>

This RFQ/P is posted to the SMCOE website at the following link:

<https://www.smcoe.org/about/county-office-of-education/request-for-proposals.html>

B. SMCOE MISSION AND VISION

SMCOE Mission Statement:

To inspire students, invest in educators, invigorate leaders, and involve families and communities

SMCOE Vision Statement

Excellence and equity in education, for every student, every educator, and every school

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SMCOE Core Practices

- *Growth Mindset*
- *Accountability*
- *Trauma-Informed Approach*
- *Sustainability*
- *Cultural Humility*

SMCOE Equity Statement

The San Mateo County Office of Education welcomes and embraces individuals from all backgrounds, races, ethnicities, disabilities, gender identities, sexual orientations, immigration statuses, and religions. At the San Mateo County Office of Education, equity means providing every learner aged 0-22 with the education and support needed to thrive in school, career, and life, and every staff member with opportunities to grow and further deepen their impact.

C. REQUEST FOR QUALIFICATIONS AND PROPOSALS

The San Mateo County Office of Education (SMCOE) is soliciting Statements of Qualifications and Proposals from qualified architectural firms to provide comprehensive architectural design services for a select group of priority capital improvement projects at four SMCOE-operated special education schools: Anne Campbell Center for Children and Families, Gateway Community School, El Portal School, and Palos Verdes School.

- 1. Statement of Purpose:** SMCOE provides specialized educational programs and services for students with a broad range of learning, developmental, behavioral, and physical needs, including students with disabilities and students enrolled in alternative and intervention-based school settings that support re-engagement, stability, and academic progress. The learning environments within these schools play a critical role in supporting student achievement, health, safety, accessibility, independence, and overall well-being. As such, SMCOE seeks an architectural partner that understands the unique relationship between educational programming and the built environment serving the diverse student populations across its four schools.

The projects identified in this solicitation were developed through SMCOE's yet to be adopted Facilities Master Plan (FMP) and represent the highest-priority facility improvements needed to support the District's educational mission. These projects, referred to as Mission Critical Projects (MC Projects) vary in scope and complexity but share the common objective of creating safe, inclusive, accessible, and adaptable learning environments that meet the evolving needs of students, staff, and families.

SMCOE seeks to establish a collaborative working relationship with an architectural firm that will serve as a trusted advisor throughout project planning, design, regulatory approval, bidding, and construction. The selected firm is expected to work closely with SMCOE leadership, school administrators, educators, facilities staff, and other partners to develop design solutions that are educationally appropriate,

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fiscally responsible, sustainable, and constructible while minimizing disruption to ongoing school operations.

The selected architect should demonstrate a commitment to inclusive community engagement and an understanding of the specialized facility requirements associated with SMCOE's range of programs, including accessibility, sensory-sensitive environments, therapeutic and instructional spaces, spaces that support behavioral and social-emotional needs, student safety, and flexibility to accommodate changing instructional needs. The architect should be prepared to evaluate existing conditions, validate project scopes identified in the MC Projects list, and provide creative, cost-effective solutions that maximize the value of available funding.

Through this procurement, SMCOE intends to select a highly qualified architectural firm capable of delivering thoughtful, innovative, and technically sound design services that support the SMCOE's long-term vision for its schools. The successful firm will recognize that these projects are more than facility improvements—they are investments in environments that foster learning, dignity, inclusion, and opportunity for some of San Mateo County's most vulnerable students.

- 2. Design Brief:** The Mission Critical Projects identified through the Facilities Master Plan represent more than individual building improvements. They are the first implementation projects of a broader educational vision developed through an equity-centered planning process that engaged educators, specialists, operations staff, students, families, and community partners. The Design Guidelines and Community Engagement findings included with this RFQ/P establish the educational intent, design criteria, and user priorities that shall serve as the foundation for programming and design.

The selected consultant is expected to approach each project as an integrated learning environment rather than a collection of isolated building systems. Architectural design should be developed in coordination with interior environments, furnishings, environmental graphics, technology, accessibility, and outdoor learning to create cohesive spaces that support student learning, independence, belonging, safety, and staff well-being. The Design Guidelines should be used as the starting point for project-specific engagement with user groups during Programming and Schematic Design, allowing the design to evolve while remaining aligned with the educational vision established through the Facilities Master Plan.

Accordingly, proposed teams should demonstrate experience assembling multidisciplinary teams that include educational planning, interior design, furniture planning, environmental graphic design, and other specialized expertise appropriate to the project scope. These disciplines are expected to work collaboratively throughout the design process to ensure that learning environments, furnishings, technology, signage, sensory supports, and building systems function as an integrated whole rather than independent components.

Community engagement will continue during Programming and Schematic Design. The intent is not to revisit decisions already made through the Facilities Master Plan, but to validate project-specific requirements, refine design solutions with users, and

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translate the Design Guidelines into environments that are educationally effective, technically sound, and responsive to the unique needs of each campus.

3. Basic Services: The Consultant agrees to provide the Services described below:

- a. Quality.** The Consultant shall be responsible for the professional quality and technical accuracy of all reports and other services furnished by the Consultant under the Agreement. The Consultant shall, without additional compensation, correct or revise any errors or omissions in its reports and other services.
- b. Mandatory Assistance.** If a third-party dispute or litigation, or both, arises out of, or relates in any way to the services provided under this Agreement, upon the SMCOE's request, the Consultant, its agents, officers, and employees agree to assist in resolving the dispute or litigation. The Consultant's assistance includes but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials, or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").
- c. Insurance (Mandatory Requirements).** Attach a letter from your insurance company or a certificate of liability insurance ("ACORD") indicating your firm's ability to provide insurance as required in the attached agreement, including but not limited to the following:
 - c.1** A.M. Best financial strength rating (FSR) of A- or better.
 - c.2** Commercial General Liability Insurance: Commercial general Liability Insurance shall be at least as broad as Insurance Services office General Liability Coverage (Occurrence Form CG 0001), with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage/ Two Million Dollars (\$2,000,000) aggregate.
 - c.3** Automobile Liability Insurance: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto), with coverage limits of at least One Million Dollars (\$1,000,000) for bodily injury and property damage each accident limit and Two Million Dollars (\$2,000,000) in the aggregate.
 - c.4** Workers' Compensation and Employer's Liability Insurance: The selected Architect shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on the Project, in accordance with the "Workers Compensation and Insurance Act," Division IV of the California Labor Code. The selected Architect shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease.

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- c.5** Errors and Omissions Insurance: errors and omissions insurance on a claims made basis with a limit of at least One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate with a deductible in an amount not to exceed the sum of Ten Thousand Dollars (\$10,000.00).
 - c.6** All insurance will be in a form and with insurance companies acceptable to the SMCOE.
 - c.7** Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State.
- 4. Statement of Work:** Provide Architectural Design Services for a group of projects identified by SMCOE as Mission Critical Projects (“MC Projects”) across four school sites as listed in the List of facilities in the scope of the MC Projects on page 4 of this RFQ/P. The architectural services requested are intended to comprehensively address and deliver the MC Projects through traditional architectural design phased services: Program Development (Programming), Schematic Design, Design Development, Construction Documents, Contractor Bidding and Negotiation, Construction Administration and Project Close out. Where required, the Consultant will coordinate with the Division of State Architect (DSA) to obtain the necessary approvals for the MC Projects.
- 5. List and Description of Mission Critical Projects:** The MC Projects will be delivered as a traditional Design Bid Build method. A narrative description and anticipated budget of each project is provided by SMCOE in the below List and Description of MC Projects of this RFQ/P. It is the responsibility of the Consultant to coordinate with SMCOE to confirm the scope of each project as a deliverable at the end of the Programming phase of work.

List and Description of MC Projects

Site No.	Project ID.	Project Title, Project Description and Project Justification Statement	ROM Cost
01	ACC-01	Modernize All Bathrooms: Complete renovation of all restrooms including replacement of fixtures, finishes, lighting, accessibility compliance, etc. Project Justification: Students and staff describe the restrooms as a daily stress point, and bathroom problems can quickly become issues of dignity, privacy, and safety.	\$824,000
	ACC-09	Safer Strike on Storage Doors	\$87,000
	ACC-12	Model Furniture for Selected Classrooms	\$10,000
	ACC-13	Modernize Learning Studios 5 & 6: Upgrade two classrooms and add new furniture so the rooms work	\$1,384,128

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		better for current use and future TK programming so students and staff get more functional, better-organized classrooms that can support more learners and more flexible teaching. Project Justification: Early learners need spaces that support calm, movement, sensory needs, and daily care without constant workarounds.	
	ACC-13A	Add Nearby Restrooms and Staff Support Space: Add shared restrooms and a staff workroom near Studios 5 and 6 so children can reach bathrooms more easily, staff have nearby support space, and daily routines around these classrooms run more smoothly. Project Justification: Staff described bathroom access as important for student independence and said they lack adequate support space for demanding daily work.	\$611,000
	ACC-14	Upgrade Learning Studios 5 & 6 (Room #2): Adjacent to east outdoor learning zone.	\$64,989
	ACC-15	Upgrade Sensory Room: Renovate the indoor sensory room with therapeutic equipment and sensory features so students who need help regulating can access more supportive spaces for calming, care, and sensory engagement during the day. Project Justification: Staff emphasized that sensory supports should be built into everyday environments because regulation is tied directly to learning and participation.	\$601,240
	ACC-15C	Sensory Room Renovation: Adjacent east garden renovation.	\$50,721
	ACC-16	MPR Moderate Modernization: Coordinate with ACC staff.	\$613,000
	ACC-16A	MPR FF&E: Sensory stations.	\$10,000
	ACC-17	Family Ed Room: Connected to new lobby entry vestibule (reconfiguration).	\$497,000
	ACC-17A	FF&E Family Ed Room: 690sf x \$75/sf	\$51,750
	ACC-18	Upgrade Front Entry: Add an enclosed vestibule, secure doors, glazing, and a buzzer so visitors check in indoors instead of outside so entry becomes clearer,	\$277,000

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		safer, and more dignified, with a more predictable check-in experience for families and visitors. Project Justification: Families and staff described a confusing front door, inconsistent staffing at the desk, and exposure to weather during arrival.	
	ACC-18A	Create a Secure Indoor Admin Entry: Storefront, security.	\$100,000
	ACC-20A	New Teacher Supply Storage: Exterior Site improvements surrounding building pad.	\$19,000
SUBTOTAL - ANNE CAMPBELL CENTER PROJECTS DESIGN CONTINGENCY – 10% OF SUBTOTAL GRAND TOTAL - ANNE CAMPBELL (SUBTOTAL + DESIGN CONT.)			\$5,200,828 \$520,000 \$5,720,828
02	GCS-01	Modernize Student Restrooms: Complete renovation of student restroom including replacement of fixtures, finishes, lighting, accessibility compliance, etc. Project Justification: Students and staff describe the restrooms as a daily stress point, and bathroom problems can quickly become issues of dignity, privacy, and safety.	\$658,000
02	GCS-06	Improve Heating and Cooling with Reduced Noise: Replace old heating and cooling units with new systems that keep classrooms and shared spaces at a more consistent temperature and reduce equipment noise so rooms stay more comfortable and less distracting, making it easier for students to focus, regulate, and stay engaged during the school day. Project Justification: Staff said the environment should reduce stress, not add to it. Current equipment makes it hard to hear and be heard while running. Reliable comfort supports calmer classrooms and a more stable daily experience.	\$345,000
	GCS-08	New P.E. Equipment Storage: Remove the current P.E. storage units and install new enclosed storage for equipment so equipment is easier to store and access, and outdoor areas feel more organized for daily use.	\$56,000

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		Project Justification: Staff described current storage as pieced together, which adds clutter and makes it harder to support movement and activity well.	
	GCS-09	Upgrade Recreation Court: Improve the recreation court with new hoops, game striping, accessible seating, and a drinking fountain so more students can use the court at the same time, take breaks comfortably, and stay hydrated during activity. Project Justification: Students and staff said movement is important for stress relief, but the current court limits what students can do.	\$89,000
	GCS-10	Build an Outdoor Fitness Area: Improve outdoor fitness with new equipment as directed by SMCOE. Project Justification: Students said they need room to move and “sweat,” and staff linked physical activity to regulation and daily functioning.	\$187,000
	GCS-11	Modernize the CTE Makerspace: Renovate and furnish the makerspace so it can support hands-on career and technical learning. Project Justification: Students asked for practical, hands-on pathways like automotive, welding, and other work and career linked opportunities, not just credit recovery.	\$534,000
	GCS-14	Renovate Student Union: Renovate and furnish the Student Union, including the dining area, to better support gathering, eating, and student connection so students have a more welcoming place to spend time, eat, and be together outside of class. Project Justification: Students said they need space that feels like theirs, not just academic or controlled space, and belonging is part of rebuilding trust.	\$567,000
SUBTOTAL - GATEWAY COMMUNITY SCHOOL PROJECTS			\$2,436,000
DESIGN CONTINGENCY – 10% OF SUBTOTAL			\$243,000
GRAND TOTAL – GATEWAY (SUBTOTAL + DESIGN CONTINGENCY)			\$2,679,000
03	EP-01	Modernize All Bathrooms: Complete renovation of all restrooms including replacement of fixtures, finishes, lighting, accessibility compliance, etc.	\$1,210,500

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		Project Justification: Students and staff describe the restrooms as a daily stress point, and bathroom problems can quickly become issues of dignity, privacy, and safety.	
	EP-09A	Install Interim Portable Restrooms: Install temporary portable restrooms while the campus is used as swing space for added classrooms so students and staff still have restroom access during a temporary period of campus reconfiguration. Project Justification: This helps the campus keep functioning during an interim phase without losing a basic daily need.	\$94,000
	EP-10	Add Walk-In Storage Near Student Restrooms: Create enclosed walk-in storage next to the boys restroom for classroom and program materials so equipment and supplies can be stored out of the way, reducing clutter in learning and circulation areas. Project Justification: Staff described equipment being dumped into overflow areas, which makes movement harder and sends a message that the environment does not matter.	\$123,000
	EP-11	Relocate Gate and Improve Playground Access: Move the east vehicular gate and add fencing and paving so classrooms have direct access to the playground. Project Justification: Outdoor access should be safe, predictable, and inclusive for students with significant mobility and supervision needs.	\$122,688
	EP-13	Lobby Renovation: Transform the lobby into a welcoming, sensory-supportive entry. Include wall-mounted sensory stations designed to redirect and support students who may attempt to leave the building unexpectedly. Project Justification: The existing lobby feels institutional and does not reflect the needs or identities of the students it serves. The renovation should create a	\$242,000

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		warm, welcoming entry that helps students feel safe, supported, and recognized from the moment they arrive.	
	EP-13C	Upgrade Corridor Safety Features: Add delayed-egress hardware at designated exit doors near the administration area, staff break room, and east corridor to slow unsupervised exits and improve staff responses and supervision. Project Justification: Staff reported daily challenges with elopement during transitions and in specific areas of student movement zones.	\$39,900
	EP-14	Test Modern Furniture for Classrooms: Furnish four classrooms with sample furniture so staff can test layouts and sensory zones before larger purchases. Project Justification: Staff emphasized the need for environments that support regulation as part of the room itself instead of temporary workarounds.	\$10,000
	EP-16	Renovate Small Sensory Rooms: Upgrade two small sensory rooms with built-in wall and floor sensory features so students have more usable places to calm, reset, and regulate during the day. Project Justification: Staff described too few sensory spaces, with students sometimes unable to access regulation support when they need it.	\$194,000
	EP-19	Tactile Sensory Zone: Outdoors	\$47,000
	EP-21	New Sensory Garden	\$120,000
	EP-22	New Garden Storage (accessible to teachers)	\$144,000
	EP-47D	Upgrade Sensory Rooms Technology:	\$40,000
SUBTOTAL - EL PORTAL SCHOOL PROJECTS			\$2,302,488
DESIGN CONTINGENCY – 10% OF SUBTOTAL			\$230,000
GRAND TOTAL – EL PORTAL (SUBTOTAL + DESIGN CONTINGENCY)			\$2,532,488
04	PV-01	Modernize All Bathrooms: Complete renovation of all restrooms including replacement of fixtures, finishes, lighting, accessibility compliance, etc. Project Justification: Students and staff describe the restrooms as a daily stress point, and bathroom	\$903,700

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		problems can quickly become issues of dignity, privacy, and safety.	
	PV-08	Install Campus Cooling System: Install a new cooling system in classrooms, offices, and the multi-purpose room so rooms stay more comfortable throughout the day, making it easier for students and staff to focus, regulate, and work without overheating. Project Justification: Staff described broken heating and cooling as exhausting and disruptive. This project responds to the need for thermal comfort and more reliable building systems.	\$554,000
	PV-10B	Upgrade Corridor Safety Features: Add delayed exit hardware that slows unsupervised exits, so hallways become safer to supervise. Project Justification: Staff asked for safer circulation to address elopement.	\$59,850
	PV-11	Test Model Furniture for Classrooms: Place sample furniture in selected classrooms so staff can test sensory zones, learning layouts, and calmer, more functional classroom arrangements before the campus commits to larger furniture purchases. Project Justification: Staff said sensory supports should be built into everyday environments, not treated as add-ons. This project helps the campus test what works before making bigger room upgrades.	\$10,000
	PV-12	Renovate the Sensory Room: Expand and renovate the Sensory Room by removing fixed millwork and adding sensory features so students have a more usable dedicated space to calm, reset, and regulate when they need support. Project Justification: Staff said there are not enough sensory spaces and students can lose access when the room is already in use.	\$173,000
	PV-19A	FF&E: MPR Sensory Stations	\$20,000
	PV-20	Lobby & Corridor Renovation: Transform the lobby and corridors into welcoming, sensory-supportive environments. Include wall-mounted sensory stations and delayed-egress hardware to support student regulation, redirect students who may attempt to leave	\$380,000

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		unexpectedly, and improve staff supervision during transitions. Project Justification: The existing lobby and corridors feel institutional and do not provide enough sensory support outside the dedicated sensory room. Staff emphasized that students need access to regulation strategies throughout the campus, particularly during transitions and when the sensory room is occupied. The renovation should create a warmer, more age-appropriate environment that supports safety, belonging, and student readiness throughout the day.	
	PV-20A	FF&E: Lobby and Corridors Sensory Stations (part of PV-20): Provide durable, age-appropriate sensory elements and equipment integrated into the renovated lobby and corridors.	\$20,000
SUBTOTAL – PALOS VERDES SCHOOL PROJECTS			\$2,120,550
DESIGN CONTINGENCY – 10% OF SUBTOTAL			\$212,000
GRAND TOTAL – PALOS VERDES (SUBTOTAL + DESIGN CONT.)			\$2,332,550
GRAND TOTAL MISSION CRITICAL PROJECTS			\$13,264,866

- 6. Phased Project Delivery:** The architectural services requested are intended to comprehensively address and deliver the MC Projects through traditional architectural design phased services: Program Development (Programming), Schematic Design, Design Development, Construction Documents, Contractor Bidding and Negotiation, Construction Administration and Project Close out. Where required, the Consultant will coordinate with the Division of State Architect (DSA) to obtain the necessary approvals for the MC Projects. The MC Projects will be delivered in sequential phases as a traditional Design Bid Build method. The consultant is requested to provide a fee proposal for the first three phases only: Programming, Schematic Design and Design Development. The consultant will provide a construction cost estimate as part of the Design Development deliverable. The construction estimator will be a subconsultant to the bidder (consultant). The phase descriptions and anticipated durations are listed below.

- Phase One:** Programming

Duration: 6 weeks

The consultant will work with SMCOE staff and confirm the scope of the MC Projects. At the beginning of the programming phase, the consultant will produce a design schedule (Programming – Design Development) with SMCOE workshop and presentation dates. The Programming phase focuses on understanding the project's purpose, requirements, and constraints before any design work begins. During this phase, the architect works closely with the owner and stakeholders to identify the project's functional needs, space requirements, operational goals, budget, schedule, and long-term objectives. Existing site conditions, regulations,

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utilities, environmental factors, and applicable codes are also reviewed to determine opportunities and limitations. The outcome of programming is a clear project brief that defines the scope of work and serves as the foundation for all subsequent design decisions.

SMCOE staff workshops: Conduct 3 workshops at 2 hours each

- **SMCOE Acceptance:** Programming *Duration 2 weeks*

At the end of the programming phase, the Consultant will present to SMCOE leadership the Programming Phase of the work and a design schedule through the completion and acceptance of the Design Development phase. After SMCOE provides written acceptance of the programming phase, the consultant will begin work on the next sequential phase, Schematic Design.

SMCOE leadership presentation: Conduct 1 presentation, 2 hours

- **Phase Two:** Schematic Design *Duration: 6 weeks*

After the conclusion and the acceptance of the Programming phase, the Consultant will begin work on the Schematic Design phase. The Consultant translates the programming information into preliminary design concepts. Multiple design alternatives may be explored to evaluate various solutions and identify key challenges and/or unique conditions. Preliminary floor plans, elevations, sections, and diagrammatic layouts are developed to illustrate proposed solution(s). Major building systems and structural concepts are considered at a conceptual level, and the design is evaluated against the project budget and schedule. At the conclusion of this phase, SMCOE selects a preferred design solution(s) that establishes the project's overall direction going forward.

SMCOE staff workshops: Conduct 3 workshops at 2 hours each

- **SMCOE Acceptance:** Schematic Design *Duration: 2 weeks*

At the end of the Schematic Design Phase, the Consultant will present to SMCOE leadership the Programming Phase of the work. After SMCOE provides written acceptance of the programming phase, the consultant will begin work on the next sequential phase, Schematic Design.

SMCOE leadership presentation: Conduct 1 presentation, 2 hours

- **Phase Three:** Design Development with Construction Estimates *Duration: 8 weeks*

After the conclusion and the acceptance of the Schematic Design phase, the Consultant will begin work on the Design Development phase and provide Construction Estimates as part of the final delivery. The Design Development phase refines and coordinates the approved schematic design into a more detailed and technically complete building design. Architectural plans, elevations, sections, and

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details are expanded to define room layouts, exterior materials, and interior finishes. Structural, mechanical, electrical, plumbing, fire protection, and other engineering disciplines are integrated and coordinated with the architectural design to resolve conflicts and improve constructability. Cost estimates and remaining design schedules are provided, and DSA requirements are incorporated into the design. By the end of Design Development, the projects have progressed from a conceptual solution to a coordinated design that is sufficiently detailed to support the preparation of Construction Documents.

SMCOE staff workshops: Conduct 3 workshops at 2 hours each

- **SMCOE Acceptance:** Design Development with Construction Estimates *Duration: 2 weeks*

At the end of the Design Development Phase, the Consultant will present to SMCOE leadership along with construction estimates and the remaining design schedule and professional fee to complete the work. At this time, SMCOE will negotiate a fixed fee for the remaining project delivery phases – Construction Documents, Bidding & Negotiation, Construction Administration and Project Closeout.

SMCOE leadership presentation: Conduct 1 presentation, 2 hours

7. **Reference Documents:** The links below are guidelines and principles that will serve as guidance to MC Projects: Design Guidelines and Community Engagement. Both of these documents were developed as part of the Facilities Master Plan (FMP) that has not yet been adopted by SMCOE.

[06 DesignGuidelines SMCOE FMP 26-0430](#)

[07 CommEngagement SMCOE FMP 26-0430](#)

D. **DELIVERABLES**

1. Overall process of development of the MC Projects as described in the Phased Delivery section of this RFQ/P.
3. Reference guiding principles (Design Guidelines and Community Engagement) as linked in this RFQ/P that confirms SMCOE's commitment to address the needs of staff and students.
4. Work to be provided as PDF and editable formats. Drawings to be performed using Computer Aided Design (CAD).
6. Prioritize Mission Critical projects based on SMCOE input and construction sequencing.
8. Presentations and workshops as described in the Phased Delivery Section.

E. **COORDINATION**

1. Foster collaboration with SMCOE departments and leverage the expertise of sub-consultants to address project objectives effectively.
2. Actively engage SMCOE and promote the MC Projects objectives.

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3. Present the MC Projects to SMCOE leadership to ensure clear communication and understanding.

F. DATA TRANSMITTAL AGREEMENT

1. SMCOE will own all raw data collected, to be transmitted at the project's end.
2. Provide final clean data in the required format at no extra cost.
3. Transmit databases in full relational schematic structure.
4. Provide detailed documentation on data collection.
6. Supply details on aggregate result calculations based on raw data.
7. Designate the Consultant's point person to handle all data-related questions.

G. STATEMENT OF QUALIFICATIONS (SOQ) AND FEE PROPOSAL

1. General Information / Instructions – Statement of Qualifications

- a. The SMCOE is inviting Statements of Qualifications and Fee Proposals for the "Project" which shall require coordination, administration, consulting and advice, and related services.
- b. The SMCOE seeks to identify firms with a record of excellence in efficient planning and successful project delivery. The firms must have relevant experience related to K-12 educational facilities including expertise in the assembly of multi-disciplined teams addressing students with a range of learning and physical disabilities, navigating interactions the Division of the State Architect ("DSA").
- c. The Statement of Qualifications must contain all requested information about the firm and must be on no larger than 8 1/2 x 11 paper and no more than twenty (20) printed pages in length. The 20-page limit (as if printed single sided) shall cover Sections 2.1 thru 2.5 below. Statement of Qualifications should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of the firm. Additional information about the firm and/or personnel may be placed in an Appendix which would not count against the 20-page limit.

2. Content - Statement of Qualifications

- a. **Letter of Interest** – A dated Letter of Interest must be submitted, including the legal name of the firm(s), address, telephone, email address(es) and fax numbers, and the name, title, and signature of the person(s) authorized to submit the Statement of Qualifications on behalf of the firm. The Letter of Interest should provide a brief statement of the firm's experience indicating the unique background and qualities of the firm, its personnel, and its sub- consultants, and what will make the firm a good fit for work in the SMCOE. The letter shall also include the following statements:

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- i. “[RESPONDENT’S NAME] received a copy of the SMCOE’s Agreement attached as EXHIBIT A to the RFQ/P.

[RESPONDENT’S NAME] has reviewed the indemnity provisions in EXHIBIT A and the insurance requirements contained in the Agreement. If given the opportunity to contract with the SMCOE, [RESPONDENT’S NAME] has no objections to the use of the Agreement.”

- ii. If the respondent has any questions including questions about the form of agreement, it must submit in writing by the deadline for questions listed on the Schedule of Activities to allow the SMCOE review and to issue a written response in an Addendum to the RFQ/P.
- iii. Respondent shall certify that no official or employee of the SMCOE, nor any business entity in which an official of the SMCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the SMCOE.

- b. **Executive Summary** – The Executive Summary should contain firm information, an outline of the firm's approach, along with a brief summary of the firm's qualifications.

- c. **Firm Information** – Provide a narrative of the services offered by the firm. The narrative should include all the following:

- i. Provide a brief history of the firm, team firms, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of the company(ies). Describe the number of years in business and types of business conducted. Describe staffing capacity and resources to perform the scope of work.
- ii. Describe the firm's approach and how it will work with SMCOE administration officials, community partners, and SMCOE facilities staff to ensure data input will be inclusive.
- iii. Discuss the firm’s/team’s ability to meet schedules for comparable projects, firm’s schedule management procedures, and how the firm has successfully handled potential agency approval delays.
- iv. Identify architectural design services for K-12 educational facilities provided by the firm in the past five (5) years. Limit response to no more than the ten (10) most recent projects.
- v. Please include the following information for each project:
 - Name of the project district,
 - Scope of projects, description of services provided,
 - Contact person, email address and telephone number at the district,
 - Firm person in charge of each projects,
 - Consulting dollar value of each project

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3. **Litigation.** Provide information on any litigation arising from the firm's projects, if any, in the past five (5) years. State the issues in the litigation, the status of litigation, names of parties, and outcome.
4. **Professional Fees** – Firms shall provide a detailed fee proposal.
 - a. Provide a Not-to-Exceed Fee which will include a line item for a 10% contingency to the Proposed Fee. The contingency will be to cover potential additional services and shall be subject to SMCOE approval. Breakdown of Fee Proposal shall be submitted as follows:
 - i. Proposed Fee with line-item amounts for each of the phases noted in Section 6 – Phased Project Delivery
 - ii. Contingency of 10% of proposed fee
 - iii. Not-to-Exceed fee (Proposed Fee plus 10% Contingency)
 - b. Provide a detailed schedule of the Consultant's and Sub-consultant's hourly billing rates and a breakdown of associated costs for all tasks proposed (including contingency costs per task). Also note the time period that the fee schedule would apply and shall include the period covering the project duration.
 - i. The SMCOE reserves the right to negotiate different rates submitted with the RFQ/P prior to the execution of the agreement.
 - c. Additional Data – Provide additional information about the firm as it may relate to the Statement of Qualifications. Include any data that may assist the SMCOE in understanding the firm's qualifications and expertise. This additional data shall be in an Appendix and will not be counted in the fifteen-page limit.
5. **Local, Small Local and Small Local Resident Business Enterprise Program**
 - a. Submit a detailed description of the team's L/SL/SLRBE composition clearly indicating the name of the firms and percentages of participation on the "Local Business Participation Worksheet" (Exhibit E attachment).

H. SMCOE'S EVALUATION / SELECTION PROCESS

1. The SMCOE may, at its discretion, interview some or all of those firms submitting a Statement of Qualifications. The SMCOE may check references, and may perform investigations of firm that extend beyond the information in the proposals. Any firm(s) selected for interviews must make available for the key personnel it intends to assign to the SMCOE's Project(s).
2. Submittals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing respondents prior to and during the review, evaluation and negotiation processes. However, to the extent that the submittals are public records under California law, the submittals may be released to the public if requested by members of the public.

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3. Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent's qualifications, demonstrated competence in construction, and the Firm's ability to integrate its personnel with the SMCOE's staff and consultants.
4. After the submittals are evaluated and/or ranked, the SMCOE, at its sole discretion, may elect to interview the top Firm(s). The SMCOE may elect to interview one or more Firms. Interviews are tentatively scheduled as indicated above. Adequate time will be allowed for presentation of qualifications followed by questions and answers.

I. FINAL DETERMINATION AND AWARD

1. SMCOE reserves the right to contract with any entity responding to this RFQ/P, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The SMCOE reserves the right to seek proposals from or to contract with any firm not participating in this process. The SMCOE reserves the right to reject any or all submissions, to request further information, to negotiate with any firm, to extend the submission deadline, or to amend or cancel in part or in its entirety this RFQ/P. This RFQ/P does not commit the SMCOE to award a contract or to reimburse any firm for costs incurred in submitting a proposal.
2. The awarding of contract(s) is at the sole discretion of the SMCOE. The SMCOE may, at its option, determine to award contracts only for portions of the scope of work. In such a case, the successful proposing firm will be given the option not to agree to enter into the Agreement and the SMCOE will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the SMCOE will retain the right to enter into negotiations with any other Respondent responding to this RFQ/P.
3. The RFQ/P packet, and any other supporting materials submitted to the SMCOE in response to this RFQ/P will not be returned and will become the property of the SMCOE unless portions of the materials are designated as proprietary at the time of submittal and are specifically requested to be returned. This RFQ/P does not commit the SMCOE to negotiate an agreement with any proposing firm or individual. All materials submitted in response to this RFQ shall become the property of the SMCOE and shall be considered a part of public record.

END OF RFQ/P