

**SAN MATEO COUNTY OFFICE OF EDUCATION
GENERAL SERVICES AGREEMENT
For
ARCHITECTURAL DESIGN SERVICES For
FACILITY IMPROVEMENT PROJECTS**

Addendum #1

8/14/25

NOTICE IS HEREBY GIVEN that the San Mateo County Office of Education (“SMCOE”) issues the following Addendum that modifies the originally issued San Mateo County Office of Education Request for Architectural Design Services For Facility Improvement Projects.

Addendum #1 consists in its entirety this cover page and the below sections.

- A. General Services Agreement. (17 pages total including security forms)

The General Services Agreement (GSA) is a reference document that will be signed by the SMCOE and the awarded firm (bidder) during the contract signing period between September 9 – 10 per the RFQ/P Schedule of Activities on page 3 of the RFQ/P. The intent is for the bidders to review the document as modifications made in good faith will be considered at the time of signing.

- B. Bidder Questions and SMCOE Responses. (6 pages total)

On or before August 6, the SMCOE received 20 questions in writing from some of the bidders. The questions are numbered in no particular order with the SMCOE responses in **red bold**.

- C. Job Walk Information Packet. (16 pages total including floor plan diagrams)

On Tuesday August 4, a job walk was conducted, and an informational packet was distributed. This job walk packet includes floor plan diagrams of the four campuses toured. The existing bathrooms are highlighted. Also, a mathematical error has been noted on the project list subtotals, clouded in **red**.

Additional Instructions: As part of the Statement of Qualifications, within the letter of interest, bidders are required to issue an acknowledgement of receipt of this addendum (Addendum #1 – Sections A, B & C).

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This general services agreement ("Agreement") is made and entered into effective _____, 2026 (the "Effective Date"), by and between the San Mateo Office of Education ("SMCOE") and _____ ("Contractor" and together with SMCOE, the "Parties").

1. **Contractor Services.** Contractor agrees to provide the following services to SMCOE (collectively, the "Basic Services"): **For Architectural Design Services for Facility Improvement Projects**, ("Project"), as further described in ***Exhibit A*** to this Agreement.

Contractor shall provide services related to the Project other than Basic Services (i.e., "Additional Services") if directed in writing by SMCOE to perform specific Additional Services and if sufficient contract funds for Additional Services remain to pay for the directed Additional Services (see Section 5, below). The term "Services" shall mean Basic and Additional Services. Contractor agrees to perform such Services as expeditiously as is consistent with professional skill and care and the orderly progress of the Services and the Project. All services performed by the Contractor under this Agreement shall be conducted in a manner consistent with the level of care and skill ordinarily exercised by Architects or an Architect led consortium of consultants especially qualified to provide the services required by the SMCOE.

2. **Contractor Qualifications.** Contractor represents and warrants to SMCOE that Contractor, and all of Contractor's employees, agents or volunteers (the "Contractor Parties"), have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other qualifications required by law to perform the Services and Contractor represents but does not warrant that Service will to fully and faithfully satisfy all of the terms set forth in this Agreement but will provide such Services in accordance with the standard of care. Contractor and any Contractor Parties performing Services shall be competent to perform those Services.

3. **Term.** The term for performance of the Services shall be the duration of the Project ("Term"), except as otherwise stated in Section 4 below, and Contractor shall complete the Services within the Term. There shall be no extension of the Term without an amendment signed by all Parties. Written notice by the County Superintendent of Schools, or designee, shall be sufficient to stop further performance of the Services by Contractor or the Contractor Parties. In the event of early termination, the Contractor shall be paid for satisfactory Services performed to the date of termination. Upon payment by SMCOE, SMCOE shall be under no further obligation to Contractor, monetarily or otherwise, and SMCOE may proceed with the work in any manner SMCOE deems proper.

4. **Termination.** Either Party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other Party. Notwithstanding the foregoing, SMCOE may

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terminate this Agreement at any time by giving written notice to Contractor if (1) Contractor materially breaches any of the terms of this Agreement; (2) any act or omission of Contractor or the Contractor Parties exposes SMCOE to potential liability or may cause an increase in SMCOE's insurance premiums; (3) Contractor is adjudged a bankrupt; (4) Contractor makes a general assignment for the benefit of creditors; (5) a receiver is appointed because of Contractor's insolvency; or (6) Contractor or Contractor Parties fail to comply with or make material representations as to the fingerprinting, criminal background check, and/or tuberculosis certification sections of this Agreement. Such termination shall be effective immediately upon the Contractor's receipt of the notice.

5. **Payment of Fees for Services.** SMCOE agrees to pay Contractor based on the hourly rates listed in **Exhibit B** for Services satisfactorily performed. Contractor shall not increase these hourly rates over the course of this Agreement. Total fees paid by SMCOE to Contractor for Services under the Agreement shall not exceed _____ Dollars (\$ _____), which consists of a not-to-exceed amount of _____ Dollars (\$ _____) for performance of the Basic Services, and a not-to-exceed contingency amount of _____ Dollars (\$ _____) for performance of any Additional Services. Contractor acknowledges that the not-to-exceed fee for Basic Services, above, includes contingency compensation in the foreseeable event that more time and costs may be necessary to complete the Basic Services. Contractor shall perform all Basic Services required by the Agreement even if the not-to-exceed amount for performance of the Services has already been paid and no more payments will be forthcoming. SMCOE agrees to make payment within sixty (60) days of receipt of a detailed invoice from Contractor based on hours worked and hourly rates, including any additional supporting documentation that SMCOE reasonably requests. Contractor shall not submit its invoices to the SMCOE more frequently than monthly. Contractor will not be compensated for any Basic or Additional Services required as a result of wrongful acts or omissions.

5.1 **Reimbursement for Certain Expenses.** Contractor shall not be reimbursed directly for any of its expenses, as the fees to be paid under this Agreement include compensation for any and all of Contractor's expenses.

6. **Indemnity.** As it relates to non-professional work, Contractor shall defend, indemnify, and hold harmless SMCOE and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the "SMCOE Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Contractor, the Contractor Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform Contractor's obligations under this Agreement, including, but not limited to Contractor's or the Contractor Parties' use of the site, Contractor's or the Contractor Parties' performance of the Services, Contractor's or the Contractor Parties' breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the SMCOE or the SMCOE Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph. The indemnification provided for in this Section 6 includes, without limitation to the foregoing, claims that may be

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made against SMCOE by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, and any claims made against SMCOE alleging civil rights violations by Contractor or Contractor Parties under the California Fair Employment and Housing Act ("FEHA").

As it relates to professional services, Contractor shall indemnify and hold the SMCOE, its officers, and employees, Board of Trustees, and members of the Board of trustees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent performance of the Contractor, its employees and its consultants in the performance of professional services under this Agreement.

7. **Equipment and Materials.** Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, "Equipment") which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, SMCOE shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor or the Contractor Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contractor Parties by SMCOE. Furthermore, SMCOE may reject any Equipment or workmanship that does not conform to the requirements of this Agreement and Contractor must then promptly remedy or replace it at no additional cost to SMCOE and subject to SMCOE's reasonable satisfaction.

8. **Insurance.** Without in any way limiting Contractor's liability, or indemnification obligations set forth in Section 6 above, Contractor shall secure and maintain throughout the Term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits of not less than \$ 1,000,000 each occurrence and \$2,000,000 in the aggregate; (ii) commercial automobile liability insurance with limits not less than \$1,000,000 each occurrence and \$ 2,000,000 in the aggregate; (iii) worker's compensation insurance as required by Labor Code section 3200, *et seq.*; and (iv) Professional liability insurance covering errors and omissions with limits not less than \$1,000,000 per claim and \$2,000,000, with a deductible in the amount of \$150,000. Neither Contractor nor any of the Contractor Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverages have been delivered to and approved by the SMCOE. All insurance policies shall include an endorsement stating that SMCOE and SMCOE Parties are named additional insureds except Professional liability and Workers' Compensation policies. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the SMCOE. If such a notice is not given or even if SMCOE receives a notice, SMCOE may, at its sole option, terminate this Agreement. All insurance policies shall include an endorsement stating that it is primary to any insurance or self-insurance maintained by SMCOE and shall waive all rights of subrogation against SMCOE and/or the SMCOE Parties. A copy of the declarations page of Contractor's insurance policies shall be attached to this Agreement as proof of insurance.

9. **Independent Contractor Status.** The Parties agree that Contractor is free from the control and direction of SMCOE in connection with Contractor's performance of the Services. Contractor is hereby retained to provide the specified Services for SMCOE, which are outside

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the usual course of SMCOE's business. Contractor certifies that it is customarily engaged in an independently established trade, occupation, or business to provide the Services required by this Agreement. Contractor understands and agrees that Contractor and the Contractor Parties shall not be considered officers, employees, agents, partners, or joint venturers of SMCOE, and are not entitled to benefits of any kind or nature normally provided to employees of SMCOE and/or to which SMCOE's employees are normally entitled.

10. **Taxes.** All payments made by SMCOE to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. Unless required by law, SMCOE will not withhold any money from fees payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. If applicable, 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 and the Contractor Parties and otherwise in connection with this Agreement.

11. **Fingerprinting/Criminal Background Investigation Certification.** Contractor and the Contractor Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Before performing any Services, Contractor shall execute and return the SMCOE's Fingerprinting Notice and Acknowledgement form and the required certification (see **Exhibit C**).

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information which differs in any way from the information learned or provided pursuant to Section 45125.1, or Contractor or Contractor Parties add personnel who will provide Services under this Agreement, Contractor shall immediately notify SMCOE and prohibit any new personnel from interacting with SMCOE students until the fingerprinting and background check requirements have been satisfied and SMCOE determines whether any interaction is permissible.

12. **Tuberculosis Certification.** Contractor and the Contractor Parties shall at all times comply with the tuberculosis ("TB") certification requirements of Education Code section 49406. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to SMCOE the following:

- ☐ Contractor and Contractor Parties will **only have limited contact or no contact** (as determined by SMCOE) with SMCOE students at all times during the Term of this Agreement, or
- ☐ The following Contractor and Contractor Parties will have **more than limited contact** (as determined by SMCOE) with SMCOE students during the Term of this Agreement and, at no cost to SMCOE, have received a TB test or risk assessment in full compliance with the requirements of Education Code section 49406:

_____. [Attach and sign additional pages, as needed.]

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Contractor shall maintain on file the certificates showing that the Contractor and Contractor Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to SMCOE upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired to provide Services under this Agreement after the Effective Date of this Agreement by Contractor and Contractor Parties are subject to the TB certification requirements of Education Code section 49406 and shall be prohibited from having any contact with SMCOE students until the TB certification requirements have been satisfied and SMCOE determines whether any contact is permissible.

13. **Confidential Information.** All SMCOE information disclosed to Contractor during the course of performance of services under this Agreement shall be treated as confidential and shall not be disclosed to any other persons or parties excepts as authorized by SMCOE or required by law. Contractor shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the SMCOE, including but not limited to student names and other identifying information.

14. **Assignment/Successors and Assigns.** Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of SMCOE. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective Parties.

15. **Severability.** If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

16. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both Parties and approved by the SMCOE's governing board.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of San Mateo, or the U.S. District Court for the Northern District of California.

18. **Written Notice.** Written notice shall be deemed to have been duly served if delivered in person to Contractor or sent by registered, certified, or overnight mail to the address located next to the party signatures below.

19. **Compliance with Law.** Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1 and confidentiality of records.

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Contractor agrees that it shall comply with all legal requirements for the performance of duties under this Agreement and that failure to do so shall constitute material breach.

20. **Non-Discrimination.** There shall be no unlawful discrimination in the contracting of persons under this Agreement because of race, color, national origin, age, ancestry, religion, sex, or sexual orientation of such persons.

21. **Attorneys' Fees.** If a party to this Agreement commences a legal action against the other party to enforce a provision of this Agreement or seek damages related to the services provided under this Agreement, the prevailing party in the legal action will be entitled to recover from the other party all of its reasonable litigation expense, costs, and fees actually incurred, including reasonable attorneys' and experts' fees.

22. **Liability of SMCOE.** Notwithstanding anything stated herein to the contrary, SMCOE shall not be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.

23. **Time.** Time is of the essence for performance of the Services under this Agreement.

24. **Waiver.** No delay or omission by either Party in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude either Party from any or further exercise of any right or remedy.

25. **Reports.** Contractor shall maintain complete and accurate records with respect to the Services rendered and the costs incurred under this Agreement, including records with respect to any payments to employees and subcontractors. All such records shall be prepared in accordance with generally accepted accounting procedures. Upon request, the Contractor shall make such records available to the SMCOE for the purpose of auditing and copying such records for a period of five years from the date of final payment under this Agreement.

26. **Ownership of Documents.** All plans, studies, drawings, calculations, reports, specifications, estimates, and other documents or any other works of authorship fixed in any tangible medium of expression, including but not limited to physical drawings, electronically stored data, or other writings prepared or caused to be prepared by the Contractor under this Agreement ("Documents") shall be and shall remain the property of the SMCOE for all purposes, not only as they relate or may relate to any other project. Contractor will provide the SMCOE with a complete set of Documents, and will retain, on the SMCOE's behalf, the originals or reproducible copies of all Documents, however stored, in the Contractor's files for a period of no less than fifteen (15) years. The Contractor shall promptly make available to the SMCOE any original documents it has retained under this Agreement upon request by the SMCOE.

27. **Licensing of Intellectual Property.** This Agreement creates a non-exclusive and perpetual license for the SMCOE to copy, use, modify, reuse or sublicense any and all copyrights, designs and other intellectual property embodied in the Documents ("Intellectual Property") not only as they relate or may relate to the Services but as they relate or may relate to other projects. The Contractor shall require any and all subcontractors and subconsultants to agree in writing that the SMCOE is granted a similar non-exclusive and perpetual license for the Intellectual Property of such subcontractors or consultants that they provided to Contractor

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as part of the Services. The compensation for the Services includes compensation not only for any such use of the Intellectual Property in connection with the Services, but also for any re-use of the Intellectual Property by the SMCOE in relation to other projects. Contractor represents and warrants that Contractor has the legal right to license the Intellectual Property that Contractor, its subcontractors, or its subconsultants prepare or cause to be prepared under this Agreement.

28. **Entire Agreement.** This Agreement is intended by the Parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

29. **Ambiguity.** The Parties to this Agreement, and each of them, hereby represent that the language contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all Parties shall be treated as equally responsible for such ambiguity.

30. **Execution of Other Documents.** The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

31. **Execution in Counterparts.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

32. **Warranty of Authority.** The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective parties, and by their signatures to bind the respective parties to this Agreement.

33. **Mediation.** A party to this Agreement shall, as a condition precedent to initiating any litigation against the other party, demand mediation of any dispute. The parties shall endeavor to include any third party claimant in the mediation. The parties shall select a mediator and schedule the mediation within thirty (30) days of the initial demand for mediation. If the parties cannot agree on a mediator, the mediator shall be appointed by JAMS. The parties to the mediation, including the parties to this Agreement, shall pay equal shares of the mediator's fees. Each party shall bear its own attorney's fees related to the mediation.

34. **Forms.** Prior to performing any Services, Contractor shall prepare, execute, and submit all forms that may be required by law for this Agreement, including forms included in this Agreement: Certificate of Completion Tuberculosis Risk Assessment and/or Examination, Criminal History Check Consent Form and State of California BCIA 8016 Form. In addition, but not limited to disabled veteran business enterprises ("DVBE") certification (Education Code §17076.11) and an Iran Contract Act certification (Public Contract Code §2204). If a form is necessary, Contractor shall use the SMCOE's versions of these forms, which the SMCOE shall make available upon request.

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35. **Sanctions in Response to Russian Aggression.** The SMCOE requires the Contractor to comply with the Governor's March 4, 2022, Executive Order N-6-22 ("Order") relating to any existing sanctions imposed by the United States government and the State of California in response to Russia's actions in Ukraine, including additional requirements for contracts of \$5 million or more. Failure to comply may result in the termination of this Agreement.

36. **Designation of Key Personnel.** The individuals specified in the attached ***Exhibit E*** shall provide the services set forth herein, and shall be the persons primarily in charge of such work. No other individuals may provide services for Contractor on this Project without first obtaining the written approval of the SMCOE.

37. **Conflict of Interest.** Contractor warrants that neither Contractor nor any of its employees, agents, or subcontractors has an actual or potential conflict of interest with the SMCOE in respect to the Services to be performed under this Agreement for the SMCOE. None of such individuals shall, during this term of this Agreement, acquire any interest which conflicts, or could potentially conflict, in any manner with the interests of the SMCOE.

38. **Notice to Proceed; Progress; Completion.** Upon execution of this Agreement by the parties, SMCOE shall give Contractor written notice to proceed with the Services. Such notice may authorize Contractor to render all of the Services contemplated herein, or such portions or phases as may be directed by the SMCOE. In the latter event, SMCOE shall, in its sole discretion, issue subsequent notices from time to time regarding further portions or phases of the Services. Upon receipt of such notices, Contractor shall diligently proceed with the Services authorized and complete it within the agreed time period.

39. **California Residency.** Contractor _____[insert "is" or "is not"] a resident of the State of California. If Contractor qualifies for a tax withholding, Contractor shall complete and submit California Form 590, Withholding Exemption Certificate, to SMCOE at the time of execution of this Agreement.

* * * * *

SMCOE:

**SAN MATEO COUNTY
OFFICE O F EDUCATION**

By: _____

Name: _____

Title: _____

Address for SMCOE Notices:

CONTRACTOR:

By: _____

Name: _____

Title: _____

Address for Contractor Notices:

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EXHIBIT A

Scope of Services

[AS APPROVED AND DELINEATED IN PROPOSAL]

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EXHIBIT B

Hourly Rates

[AS APPROVED AND DELINEATED IN PROPOSAL]



California School Employee Tuberculosis (TB) Risk Assessment Questionnaire



(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.[^]
- The purpose of this tool is to identify **adults** with infectious tuberculosis (TB) to prevent them from spreading disease.
- **Do not repeat testing** unless there are **new risk factors** since the last negative test.
- **Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:**
For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing. A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.

Name of Person Assessed for TB Risk Factors: _____

Assessment Date: _____

Date of Birth: _____

History of Tuberculosis Disease or Infection (Check appropriate box below)

☐ **Yes**

- If there is a documented history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.

☐ **No** (Assess for Risk Factors for Tuberculosis using box below)

TB testing is recommended if any of the 3 boxes below are checked

☐ **One or more sign(s) or symptom(s) of TB disease**

- TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.

☐ **Birth, travel, or residence** in a country with an elevated TB rate for at least 1 month

- Includes countries other than the United States, Canada, Australia, New Zealand, or Western and North European countries.
- Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.

☐ **Close contact** to someone with infectious TB disease during lifetime

Treat for LTBI if TB test result is positive and active TB disease is ruled out

[^]The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).

Certificate of Completion Tuberculosis Risk Assessment and/or Examination

To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.

First and Last Name of the person assessed and/or examined:

Date of assessment and/or examination: ____mo./____day/____yr.

Date of Birth: ____mo./____day/____yr.

The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.

X _____

Signature of Health Care Provider completing the risk assessment and/or examination

Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):

Criminal History Check Consent Form

NOTIFICATION

San Mateo County Office of Education (SMCOE) requires all prospective employees to undergo a criminal history check as a condition of employment. There are three required background checks for all applicants:

- The US Department of Justice National Sex Offender Public Website Registry
- State of California Department of Justice (DOJ) Criminal History Record
- Federal Bureau of Investigation (FBI) Criminal History Record Information

AUTHORIZATION

I hereby authorize SMCOE to conduct the criminal history checks described above, which includes a search of the National Sex Offender Public Website, state criminal history information through the California DOJ, and a fingerprint-based FBI check for selection and compliance purposes.

I also authorize the use of law enforcement agencies and/or private background check organizations to assist SMCOE in collecting this information. The College of San Mateo has been secured as a third party vendor to assist SMCOE in facilitating my live scan to collect information.

I understand that my employment offer is contingent upon successful clearance of these checks and records of arrests on pending charges and/or convictions are not an absolute bar to employment. Such information will be used to determine whether the results of the background check reasonably bear on my trustworthiness or my ability to perform the duties of my position in a manner which is safe for SMCOE students, employees, and other community members.

I acknowledge that if I have been convicted of murder or if I am required to be registered as a sex offender, I am ineligible to work or serve at the capacity of the position offered to me.

Signature of Applicant

Date

APPLICANT INFORMATION

LAST NAME

MIDDLE NAME

FIRST NAME

LAST 4 DIGITS OF SS#

TYPE OF PHOTO ID

ISSUING AUTHORITY

ID NUMBER

EXPIRATION DATE

STREET ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

PHONE NUMBER



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0850
ORI (Code assigned by DOJ)

Employment
Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

San Mateo County Office of Education
Agency Authorized to Receive Criminal Record Information

02013
Mail Code (five-digit code assigned by DOJ)

101 Twin Dolphin Drive
Street Address or P.O. Box

Sonia Araujo
Contact Name (mandatory for all school submissions)

Redwood City CA 94065
City State ZIP Code

(650) 802-5383
Contact Telephone Number

Applicant Information:

Last Name First Name Middle Initial Suffix

Other Name: (AKA or Alias)

Last Name First Name Suffix

Sex ☐ Male ☐ Female

Date of Birth Driver's License Number

Height Weight Eye Color Hair Color Billing Number 100190
(Agency Billing Number)

Place of Birth (State or Country) Social Security Number Misc. Number
(Other Identification Number)

Home Address Street Address or P.O. Box City State ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☒ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: _____
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box Telephone Number (optional)

City State ZIP Code Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator Date

Transmitting Agency LSID ATI Number Amount Collected/Billed



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

Addendum #1

8/14/25

Questions from Bidders

Below are 20 questions that have been submitted to the SMCOE on or before August 6, 2026. The submitted questions are numerically numbered in no particular order and responses are provided in **red bold** by the SMCOE.

1. Item G.1.c. on page 19 of the RFQ/P states the Statement of Qualifications must be “no more than twenty (20) printed pages in length,” but item G.4.c. on page 21 states that “additional data shall be in an Appendix and will not be counted in the fifteen-page limit.” Is the page limit 15 or 20 pages?

SMCOE Response: The page limit is 20 pages.

2. Do covers, table of contents, and section divider pages count toward the page limit?

SMCOE Response: The cover pages, table of contents and the divider pages do not count toward the page limit. In other words, the page limit is 20 pages plus additional pages for cover pages, table of contents and section divider pages.

3. The RFP mentions Exhibit A and E, please provide those documents.

SMCOE Response: This RFQ/P is Exhibit A as referred to in the attached General Services Agreement (GSA). The GSA is part of this addendum and is the working agreement between the SMCOE and the awarded firm (Bidder). At this point, the GSA is not required to be signed and is provided as a reference document. Exhibit E is deleted. Section G.5.a in the RFQ/P, “Local, Small Local and Small Local Resident Business Enterprise Program,” is deleted and not a requirement or a consideration by the SMCOE.

4. The subsections in 2. Content – Statement of Qualifications are listed as a, b, c, 3, 4, and 5. Is it acceptable for us to number them 1, 2, 3, 4, 5 and 6?

SMCOE Response: Yes. The Statement of Qualifications (SOQ) subsections can be numbered 1, 2, 3, 4,.....etc.

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Addendum #1

8/14/25

5. For the selected team, will as-builts/DSA-approved plans available for each site?

SMCOE Response: SMCOE has historical documents and will provide the awarded firm (bidder) with all documents for review at the beginning of the Programming Phase. The SMCOE will collaborate with the awarded firm (bidder) to assess the completeness of the historical documents and where additional as-built documentation is required, the SMCOE will hire at its own expense a qualified firm to produce “as built” drawings. Over the years, there have been alterations to the buildings that in some cases were not fully documented and, as previously stated, it will be determined by the SMCOE in collaboration with the awarded firm (bidder) if additional documentation is required.

6. For the purposes of the RFP, our understanding is that the record drawings will not be provided. Can you provide digital downloads of the handouts, floor plans, and diagrams that were handed out during the site walk?

SMCOE Response: Digital downloads of the floor plan diagrams provided on the site walk is provided in this addendum. The existing bathrooms are also shown on these drawings.

7. Please confirm the scope of work for all restrooms at all sites includes replacement of fixtures, finishes, lighting, accessibility compliance, etc., removing everything down to the framing.

SMCOE Response: The plans provided on the site walk are also provided in this addendum with the existing bathrooms identified. The bathroom scope of work includes an assessment of each bathroom and recommendations to the extent of modernization for each. In some cases, a complete demolition and relocation may be required. In other cases, a light refresh. The SMCOE is prepared to set aside the resources to fully modernize every bathroom, including plumbing fixtures, piping, lighting fixtures, finishes upgrades and replacements meeting accessibility and CDE Ed Specs and SMCOE requirements. SMCOE serves a student population with a variety of special needs so the space requirements in some bathrooms will need to be a collaboration between the awarded firm (bidder) and the SMCOE.

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Addendum #1

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8. For line item EP-01, it was mentioned during the site walk that the restrooms (Room 164 & 165) can be expanded into the adjacent Room 102. Please confirm this is the project scope.

SMCOE Response: Confirmed. These two restrooms are very small and will be fully modernized which will require capturing the space in Room 102.

9. For each site, how many meetings with stakeholders would you like to be included per phase?

SMCOE Response: The number of stakeholder meetings is listed in the RFQ/P in *italics* for each phase. These stakeholder meetings are identified as “*SMCOE staff workshops*.” At the beginning of the Programming Phase, the SMCOE will collaborate with awarded firm (bidder) to schedule the workshops – three workshops per phase, 2 hours each. If it is determined additional or fewer workshops are required, SMCOE will collaborate with the awarded firm (bidder) to adjust the stakeholder scope as warranted.

10. Is there a specific FF&E vendor you work with?

SMCOE Response: No.

11. Please confirm we are not providing FF&E bid packages, rather that the scope of work is to work with the FF&E vendor to establish options and a recommendation. SMCOE to handle bidding and procurement.

SMCOE Response: Confirmed. Your assumption is correct.

12. Is a topographic & utility survey available for each site for the scope of work?

SMCOE Response: Not at this time. The SMCOE will hire a registered surveyor at its own expense and provide surveys for each of its sites. SMCOE is projected to have the survey work completed and made available to the awarded firm (bidder) by the end of the Schematic Design Phase.

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Addendum #1

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13. Please confirm that all RR for all sites are required to have its own shut off valve and clean out.

SMCOE Response: Confirmed. Part of the work is to assess the plumbing system at each building and restroom. My understanding is there exists only one master shut off valve at some or all of the buildings. This makes it problematic for the SMCOE to do routine maintenance and repairs to the restrooms.

14. For line item EP-10, can you provide clarity on where the additional-in storage would be located?

SMCOE Response: Not at this time. Clarity will be provided in the workshops during the Programming Phase.

15. Please confirm the SMCOE will be responsible for identifying any projects on site not closed out with DSA and—if necessary—steps to close these projects out.

SMCOE Response: Confirmed.

16. Please confirm the district and/or its consultant will prepare and submit any funding and/or approval applications to CDE/OPSC.

SMCOE Response: Not at this time. If funding applications are needed, this will be handled as an additional service the SMCOE and the awarded firm (bidder) will negotiate.

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Addendum #1

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17. The RFQ/P identifies anticipated durations for Programming, Schematic Design, and Design Development, including SMCOE's acceptance periods. Does SMCOE have a target date for completion of Design Development or an anticipated overall schedule for Construction Documents, DSA approval, bidding, construction, and occupancy? Is there a particular school year or summer construction window by which the projects are expected to be complete?

SMCOE Response: At the beginning of the Programming phase, per the RFQ/P, "the consultant will produce a design schedule (Programming – Design Development) with SMCOE workshops and presentation dates." Stakeholder workshops and district leadership presentations will be coordinated between the SMCOE and the awarded firm (bidder). Not mentioned in the RFQ, the SMCOE and the awarded firm will collaborate at the end of each phase and validate and/or revise the Phased Project Delivery Schedule. Currently, the Phased Delivery Schedule (Programming – Design Development) is approximately 26 weeks. SMCOE in collaboration with the awarded firm (bidder) will look for opportunities to shorten the schedule while maintaining thoroughness. At the end of the Design Development Phase, SMCOE will publish and report to the Board of Education anticipated project time and cost.

18. The RFQ/P states that the selected consultant will retain a construction estimator and provide a construction cost estimate as part of the Design Development deliverable. Does SMCOE also intend to retain an independent third-party cost estimator? If so, should respondents include time and fees for a formal cost-estimate reconciliation process?

SMCOE Response: The SMCOE will not retain its own independent cost estimator so there will be no cost reconciliation scope. The intent to provide a cost estimation at the end of the Design Development Phase is to ensure SMCOE and the awarded firm (bidder) expectations are aligned.

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Addendum #1

8/14/25

19. The RFQ/P requests line-item fees for Programming, Schematic Design, and Design Development, as well as a breakdown of costs for all proposed tasks, including contingency costs by task. Should respondents provide a task-level breakdown within each design phase and apply the 10 percent contingency as a single line item to the total proposed fee, or should the contingency be allocated separately across each phase and task? Will SMCOE provide a detailed task schedule for respondents to use?

SMCOE Response: *The 10 percent contingency can be a single line item to the proposed fee. Rather than a lump sum, a cost breakdown at each phase is helpful for the SMCOE to understand fee structure. Specific detailed tasks per phase will be confirmed between the SMCOE and the awarded firm (bidder), particularly during the completion of the Programming Phase. SMCOE in collaboration with the awarded firm (bidder) will look for opportunities to confirm the specific deliverables and phase durations as the project scopes are confirmed. The project descriptions and phasing is SMCOE's current understanding of needs at each school site as described in the List and Description of MC Projects. The scope of each project is therefore somewhat loosely defined but will be confirmed at the end of the Programming Phase.*

20. Could SMCOE please provide the referenced Exhibit E, Local Business Participation Worksheet? Please also confirm whether there are specific participation goals, certification requirements, or supporting documentation requirements for Local, Small Local, and Small Local Resident Business Enterprise participation.

SMCOE Response: *This RFQ/P is Exhibit A as referred to in the attached General Services Agreement (GSA). The GSA is part of this addendum and is the working agreement between the SMCOE and the awarded firm (Bidder). At this point, the GSA is not required to be signed and is provided as a reference document. Exhibit E is deleted. Section G.5.a in the RFQ/P, "Local, Small Local and Small Local Resident Business Enterprise Program," is deleted and not a requirement or a consideration by the SMCOE.*

END OF BIDDER QUESTIONS AND SMCOE RESPONSES

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

JOB WALK

August 4, 2026, 1:00 pm

August 14, 2026 REVISED

Addendum #1

8/14/26

Owner: San Mateo County Office of Education (SMCOE), Redwood City CA

Owner's Representative: Ron Soper, Director, Sustainable Construction and Facilities, Architect, LEED AP. rsoper@smcoe.org See RFQ/P for submittal format. Ron Soper will be the only contact throughout the RFQ/P schedule.

Sarah Notch, Director, Educational Innovations

Rich Malsonado, Manager, Maintenance, Operations and Transportation

RFQ/P Information: SMCOE Website, [SMCOE RFP](#) Updates and RFQ/P information will be posted and available on the SMCOE website only. It is the responsibility of the interested firm (bidder) to check the web site for updates.

Questions: All questions must be submitted to Ron Soper in writing by the time as noted below in the RFQ/P Procurement Schedule.

Addendum: If necessary, the addendum will be posted to the SMCOE website by the time as noted below in the RFQ/P Procurement Schedule.

As Built Drawings: SMCOE possesses historical drawings and diagrams of the four school facilities within the RFQ/P scope. In addition, building diagrams are available in the Community Engagement link provided in the RFQ/P. SMCOE will provide as built drawings that will be made available to the awarded firm (bidder) by the end of the Schematic Design Phase. For the purposes of the RFQ/P, the provided drawings are assumed to be sufficient.

Hazardous Materials: SMCOE possesses haz-mat surveys of its facilities. SMCOE will determine if additional haz-mat surveys are needed in collaboration with the awarded firm (bidder) during the Programming Phase.

Design Duration: Approx. 26 weeks to be delivered in sequential phases: Programming, Schematic Design and Design Development.

Project Information: At the conclusion of the Design Development Phase, the awarded firm will provide a cost analysis (estimation) of the Mission Critical Projects and present it to SMCOE leadership. The construction estimator will be hired by the awarded firm (bidder) as part of their fee proposal.

Remaining Design Phases: Construction Documents, Bidding and Negotiation, Construction Administration and Project Closeout will be performed at a fixed fee, negotiated with SMCOE at the conclusion of the Design Development Phase.

**RFQ/P for Architectural Design Services
Job Walk**

RFQ/P Procurement Schedule:

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

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RFQ/P for Architectural Design Services
Job Walk

List of SMCOE 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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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 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.	\$1,384,128
	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	\$601,240

RFQ/P for Architectural Design Services

Job Walk

		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.	
	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, 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.	\$277,000
	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			\$5,200,828
DESIGN CONTINGENCY – 10% OF SUBTOTAL			\$520,000
GRAND TOTAL - ANNE CAMPBELL (SUBTOTAL + DESIGN CONT.)			\$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

RFQ/P for Architectural Design Services

Job Walk

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. Project Justification: Staff described current storage as pieced together, which adds clutter and makes it harder to support movement and activity well.	\$56,000
	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	\$534,000

RFQ/P for Architectural Design Services

Job Walk

		work and career linked opportunities, not just credit recovery.	
	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. 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.	\$1,210,500
	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

RFQ/P for Architectural Design Services
Job Walk

	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 warm, welcoming entry that helps students feel safe, supported, and recognized from the moment they arrive.	\$242,000
	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.	\$194,000

RFQ/P for Architectural Design Services

Job Walk

		Project Justification: Staff described too few sensory spaces, with students sometimes unable to access regulation support when they need it.	
	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 problems can quickly become issues of dignity, privacy, and safety.	\$903,700
	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.	\$10,000

Addendum #1
8/14/26

RFQ/P for Architectural Design Services
Job Walk

		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.	
	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 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.	\$380,000
	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~~

\$13,349,466

END OF JOB WALK

Addendum #1
8/14/26



OPENING
TECHNOLOGIES, INC.

2050 Commerce Avenue
Concord, CA 94520

Phone: 925.674.6900
Fax: 925.674.6995

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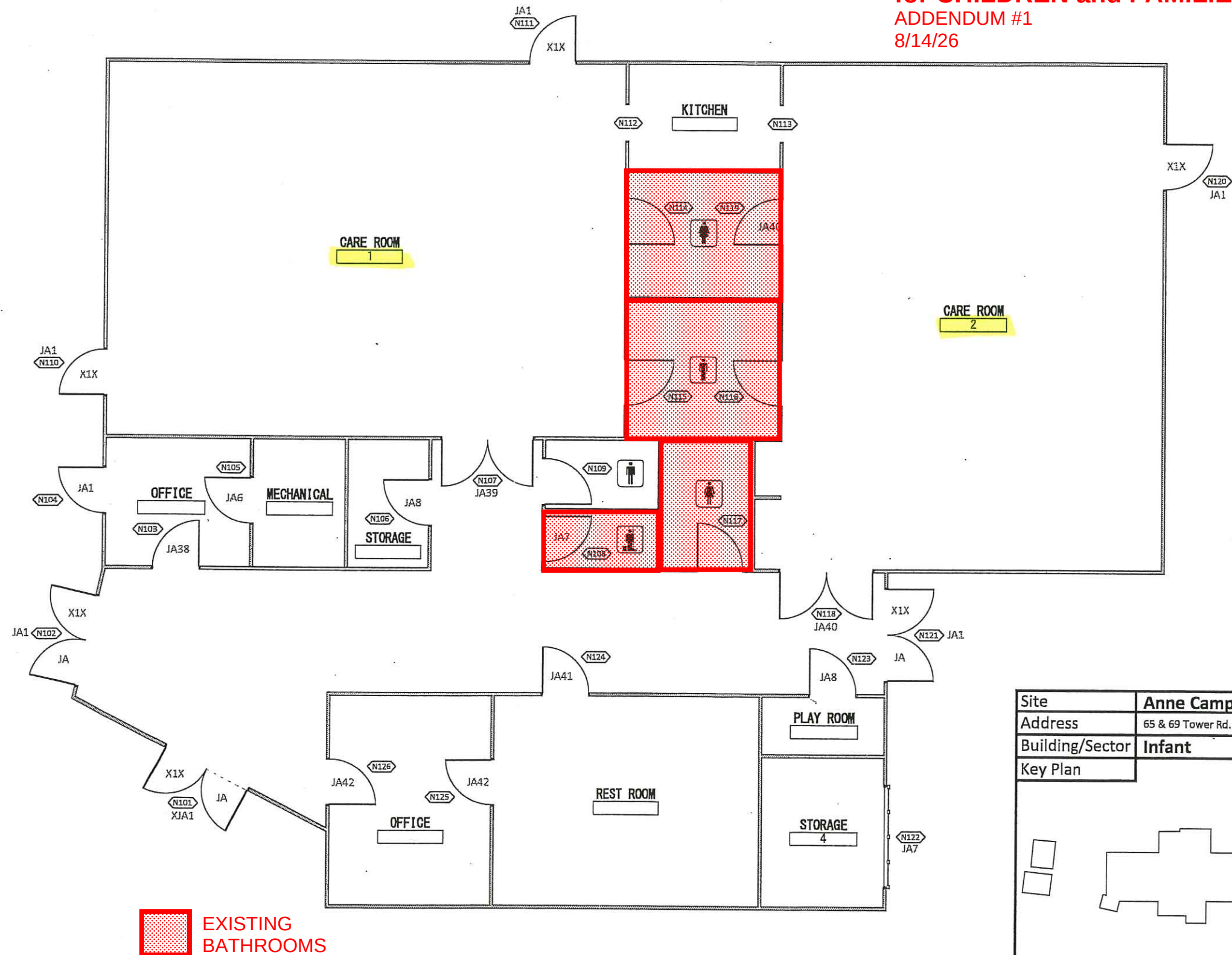
San Mateo COE

DATE
12/3/2018

SHEET
A2. 4

**SITE 01: ANNE CAMPBELL CENTER
for CHILDREN and FAMILIES**

ADDENDUM #1
8/14/26





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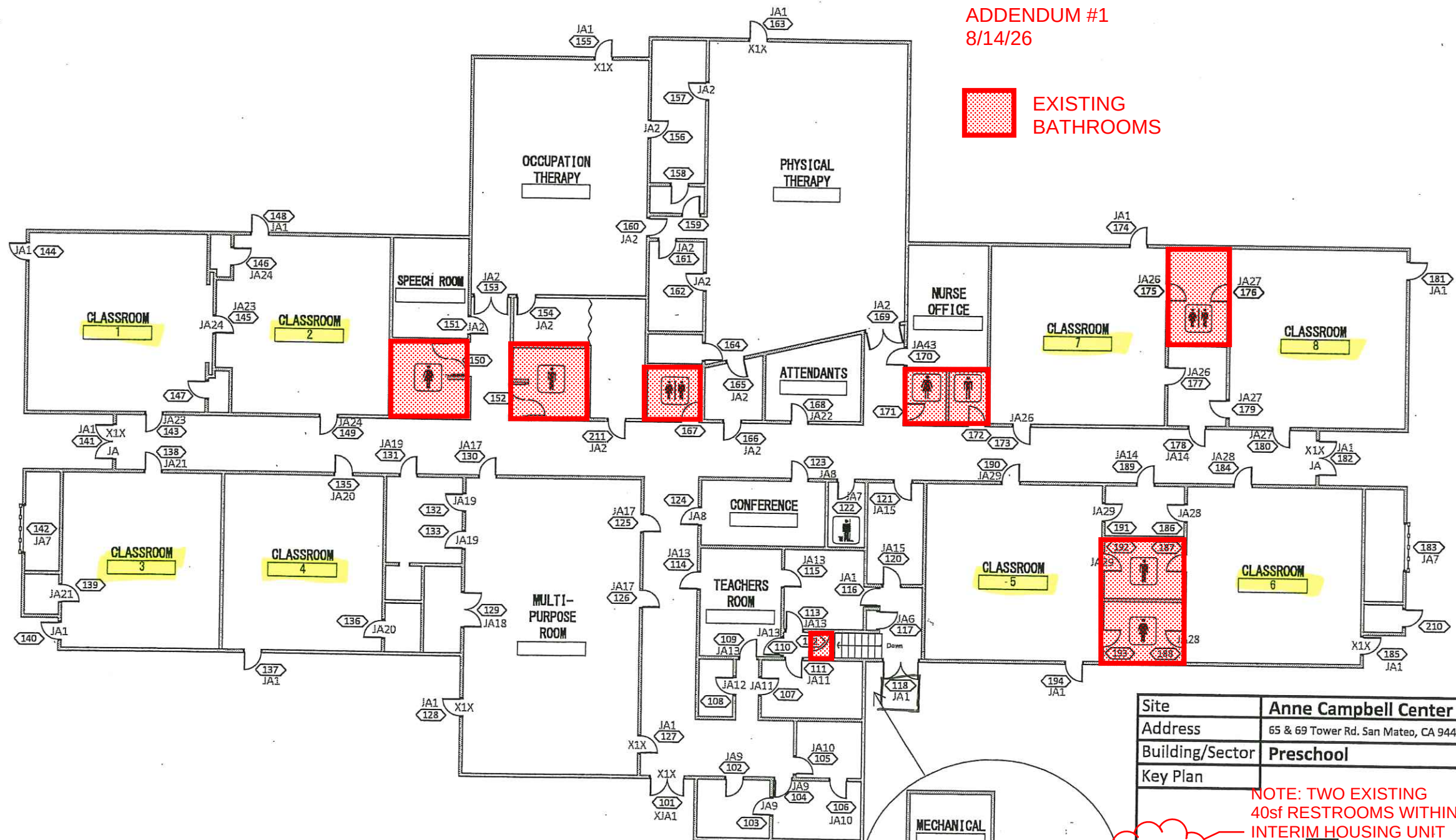
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DATE
12/3/2018

SHEET
A2. 2

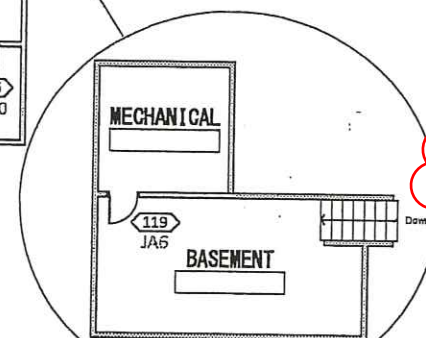
**SITE 01: ANNE CAMPBELL CENTER
for CHILDREN and FAMILIES**
ADDENDUM #1
8/14/26

 EXISTING
BATHROOMS



Site	Anne Campbell Center
Address	65 & 69 Tower Rd. San Mateo, CA 94402
Building/Sector	Preschool
Key Plan	

NOTE: TWO EXISTING
40sf RESTROOMS WITHIN
INTERIM HOUSING UNIT





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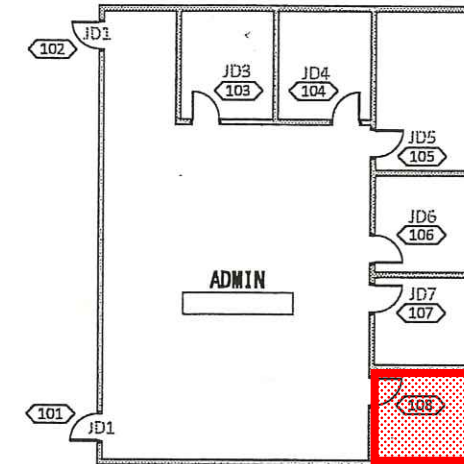
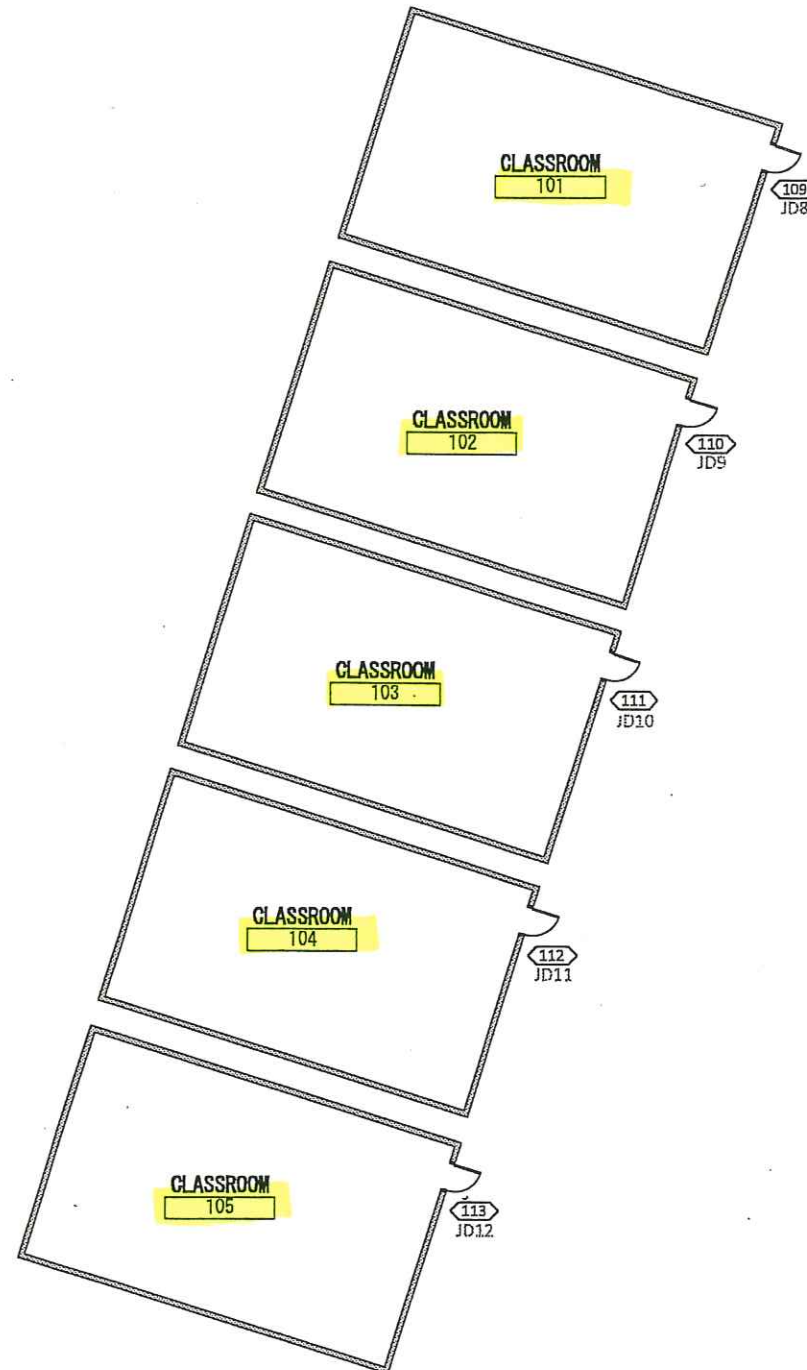


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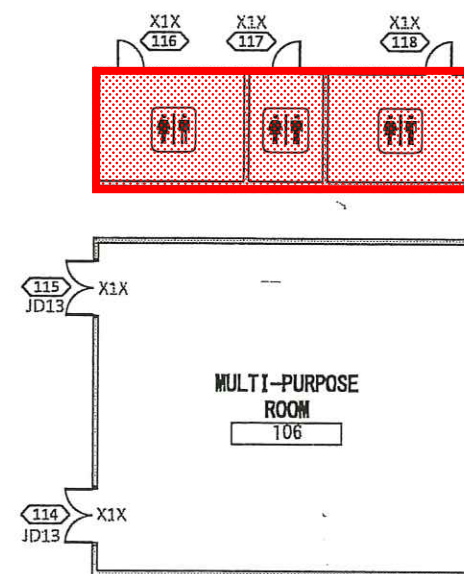
DATE
12/3/2018

SHEET
A2. 1

SITE 02: GATEWAY COMMUNITY SCHOOL
ADDENDUM #1
8/14/26



 EXISTING
BATHROOMS



Site	Gateway School
Address	35 Tower Rd. San Mateo, CA 94402
Building/Sector	Main Building
Key Plan	



2050 Commerce Avenue
Concord, CA 94520

Phone: 925.674.6900
Fax: 925.674.6995

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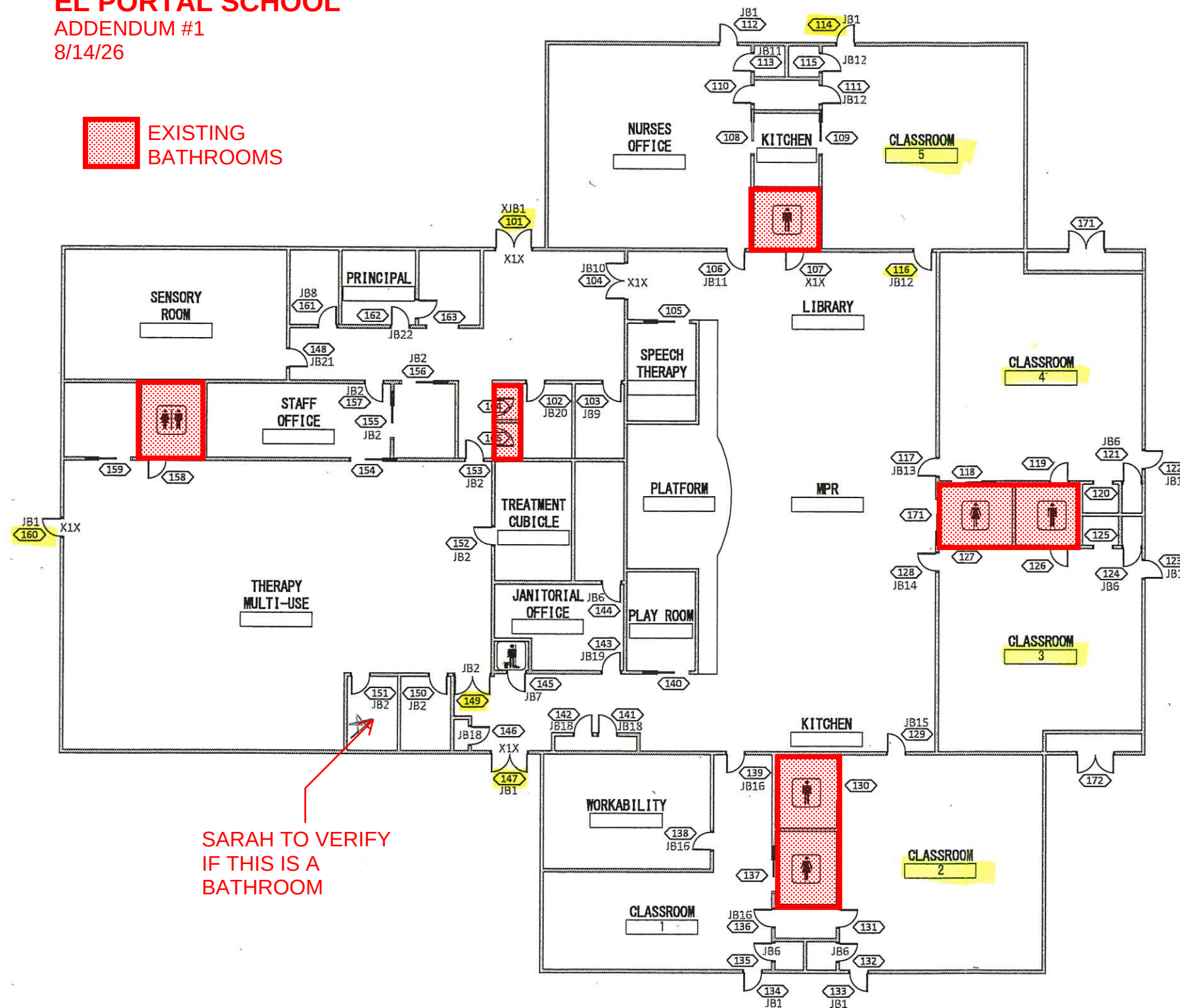
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SHEET
A2. 2

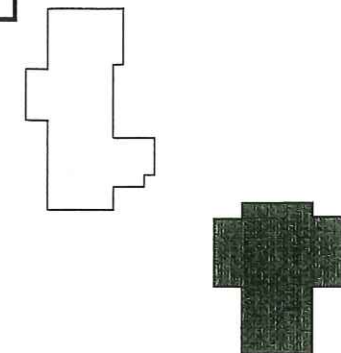
SITE 03: SPECIAL SERVICES CENTER, EL PORTAL SCHOOL

ADDENDUM #1
8/14/26

 EXISTING
BATHROOMS



Site	El Portal School
Address	1290 Commodore Dr. San Bruno, CA 94066
Building/Sector	Main Building
Key Plan	





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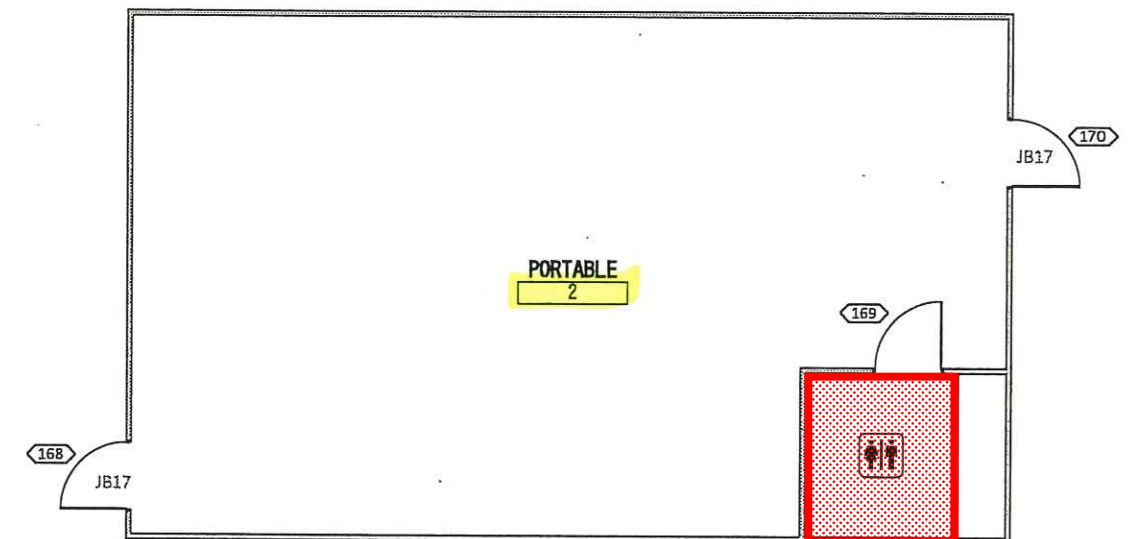
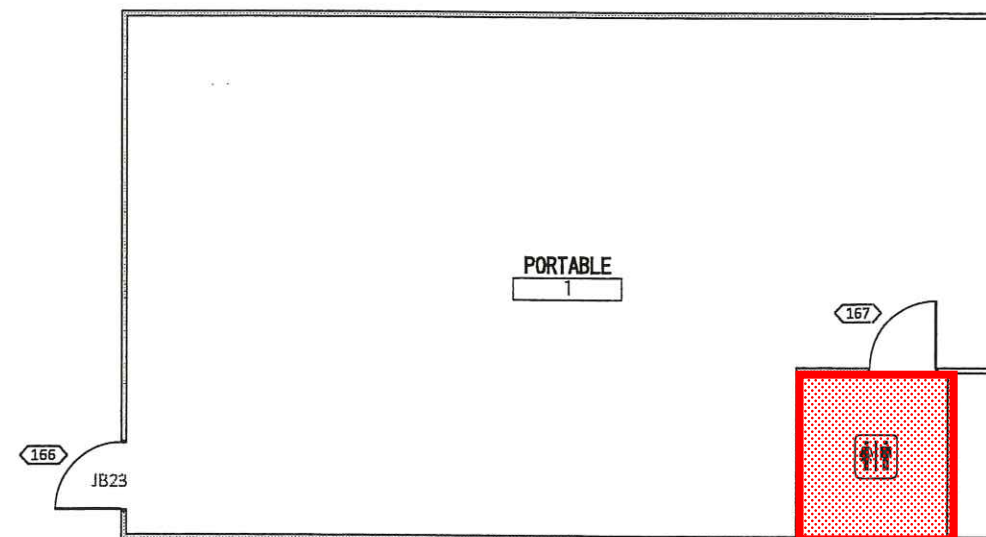
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SHEET
A2. 3

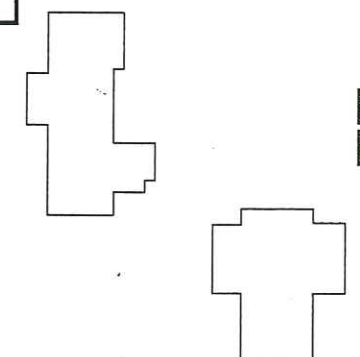
**SITE 03: SPECIAL SERVICES CENTER,
EL PORTAL SCHOOL**
ADDENDUM #1
8/14/26



EXISTING
BATHROOMS



Site	El Portal School
Address	1290 Commodore Dr. San Bruno, CA 94066
Building/Sector	Portables
Key Plan	





2050 Commerce Avenue
Concord, CA 94520

Phone: 925.674.6900
Fax: 925.674.6995

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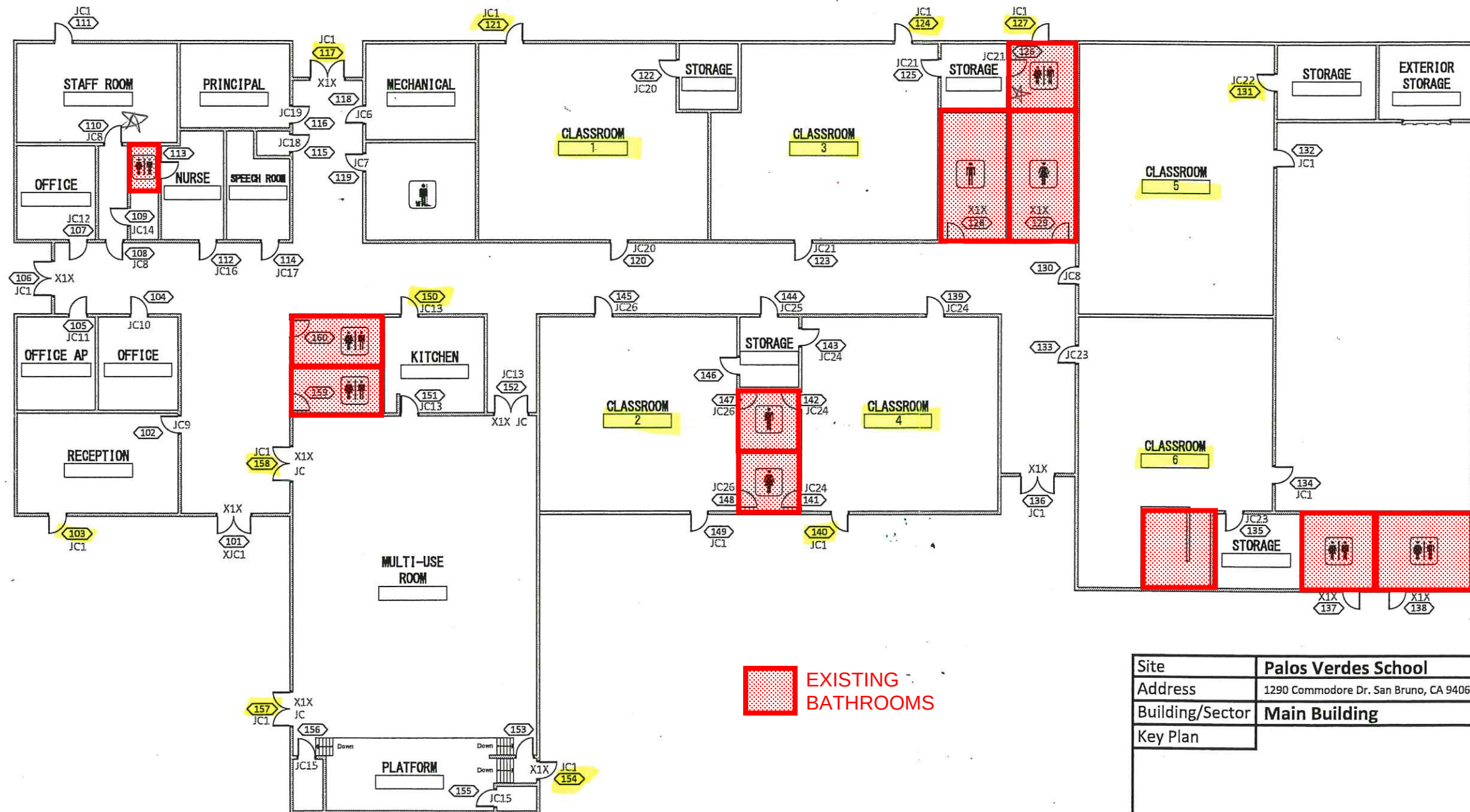


San Mateo COE

DATE
12/3/2018

SHEET
A2. 1

**SITE 04: SPECIAL SERVICES CENTER,
PALOS VERDES SCHOOL**
ADDENDUM #1
8/14/26



Site	Palos Verdes School
Address	1290 Commodore Dr. San Bruno, CA 94066
Building/Sector	Main Building
Key Plan	