

request for Qualifications  
Architectural Services  
**RFQ SOLICITATION EMAIL**

The La Honda-Pescadero Unified School District ("District") is requesting statements of qualifications from experienced entities ("Firms") to provide full architectural services through the design and construction phases on future District potential projects. District potential projects range from, but are not limited to: modernization of classrooms and ancillary facilities, new construction, electrical infrastructure improvements, roofing, path of travel upgrades, parking lot revisions and resurfacing, playground improvements, etc.

This RFQ defines the design services sought from the Project Architect and generally outlines potential future project requirements. Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on future projects that will enhance the operational objectives of the District and meet the educational and facilities needs of the District. *The District intends to select a pool of qualified firms for future consideration to provide architectural services for certain future projects.*

**LIMITATIONS**

The award of a contract, if at all, is at the sole discretion of the District. The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ. The awarding of the Project Architect contract(s), if at all, is at the sole discretion of the District.

The SOQs, and any other supporting materials submitted to the District in response to this RFQ, will not be returned and will become the property of the District unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQs shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into a future agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ.

**FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and shall be afforded full opportunity to submit SOQs in response to this RFQ/P and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

**POOL OF QUALIFIED APPLICANTS**

The District intends to maintain a pool of qualified architectural firms based upon this pool for a maximum five (5) years. Additional firms may be added to the pool, at the District's sole discretion, as the District determines the need for additional services.

**SCOPE OF SERVICES**

The Scope of Services for firms assigned to projects includes full architectural services from pre-design, planning, programming, design, construction, and closeout phases of this Project. Project Architects may also be required to meet, as needed, with District Facilities staff, neighborhood organizations, and upper level District administrators for programming guidance. RFP's for specific projects will be issued on a project by project basis.

**STATEMENT OF QUALIFICATIONS**

Please provide the District with a statement of qualifications that includes the following ("Statement of Qualifications"):

A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.

Resumes of key personnel who would be assigned to provide the Services. Specifically, define the role of each key person and outline his or her individual experience.

Information about **3-5** K-12 school districts for whom your firm provided all or some of the Services in the past **five (5) years** . Please include project name, a brief description of the project including budget and timeline, and the name of a contact person and telephone number at the district.

Five year summary of firm's litigation, arbitration, and negotiated/settled history with previous clients.

A fee schedule with hourly billing rates by position and typical reimbursable rates/markups.

**PROCESS AND DEADLINE** This request is not a formal request for bids or an offer by the District to contract with any firm responding to this email request. The District intends to choose one or more firms that respond to this email and may conduct follow up interviews with responding firms in its discretion. The District will provide its form of agreement to firm(s) that the District chooses to perform all or some of the Services. Any award of a contract will be subject to the District's Board of Trustees approval.

**Please email your Statement of Qualifications and Proposal to: Marcus Armstrong Brown: Marcus@Greystonewest.com and CC Tami McVey: Tmcvey@lhpusd.com**  
**No later than 2:00 PM February 27, 2025.**