

**Request for Sealed Fee Proposals
For Lease-Leaseback Construction Services
HVAC & Fire Alarm Upgrades at Novato High School Project**

Pursuant to Education Code section 17400 et seq., the Novato Unified School District (“District”) invites **prequalified** firms to submit responses to this request for proposals and qualifications (“RFP”) to provide lease leaseback (“LLB”) construction services for the HVAC & Fire Alarm Upgrades at Novato High School Lease-Leaseback Project (“Project”) located at 625 Arthur Street, Novato, CA.

Respondents must email their qualifications and proposal in PDF format to Greystone West Company at peter@greystonewest.com (with copies to theresa@greystonewest.com and gfauss@nUSD.org) no later than **2:00 pm** on **December 15, 2025**. Respondent shall submit one original copy hard copy of their sealed proposal for the Project within 24 hours of the electronic submission by mail or hand-delivery to:

Novato Unified School District
Attn: Joshua Braff, CBO
Address: 1015 Seventh St., Novato, CA 94945

Questions regarding this RFP shall be directed via email to Greystone West Company at peter@greystonewest.com (with a copy to theresa@greystonewest.com) and must be submitted by 5:00 pm on December 8, 2025.

For the proposal to be considered, respondents shall be prequalified by the District pursuant to Public Contract Code section 20111.6 by December 8, 2025. Prequalification applications are available for download at www.greystonewest.com/bid-information/ or by request to peter@greystonewest.com. Completed Prequalification Applications & required attachments must be submitted electronically in PDF format to peter@greystonewest.com on or before **2:00 pm** on **December 1, 2025** followed up with one original hard copy by mail or hand-delivery within 24 hours after electronic submission to:

Novato Unified School District
Attn: Joshua Braff, CBO
Address: 1015 Seventh St., Novato, CA 94945

General Contractors are encouraged to submit prequalification packages earlier than the date set forth above, so that they may be notified of prequalification status well in advance of any applicable proposal deadline.

All Mechanical, Electrical and Plumbing Subcontractors that General Contractors intend to use on the Project must also be prequalified by the District pursuant to Public Contract Code section 20111.6. However, prequalification of MEP Subcontractors is not required prior to submission of the lease leaseback proposal.