# Reef-Sunset Unified School District

## REQUEST FOR QUALIFICATIONS AND PROPOSALS

## MODULAR CONSTRUCTION SERVICES FOR NEW PRECHOOL, TRANSITIONAL KINDERGARTEN, AND KINDERGARTEN CLASSROOMS AT AVENAL ELEMENTARY SCHOOL

**Prequalification Documents Due:**

**Friday, October 30, 2026, at 1:00 PM**

**Statement of Qualifications and Proposals Due:**

**Friday, November 6 2026, at 1:00 PM**

Respondents deliver one (1) electronic PDF copy of their RFQ/P response via email conforming to the requirements of this RFQ/P to:

Mason Nakada, Director of Program Operations
Caldwell Flores Winter, Inc.
mnakada@cfwinc.com

Only Firms that have registered with the California Department of Industrial Relations (DIR) regulations are eligible to be further considered for a construction contract. For any public project, as defined in subdivision (c) of Section 22002 of the Public Contract Code, for which the District uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Chapter 12.5 (commencing with Section 17070.10) of Part 10 of Division 1 of Title 1 of the Education Code) or any funds from any future State school bond for a public project that involves a projected expenditure of one million dollars ($1,000,000) or more, the District shall require that prospective general contractors and prospective electrical, mechanical and/or plumbing subcontractors ("Firms") complete and submit a standardized prequalification questionnaire and financial statement, verified under oath.

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)**
**MODULAR SERVICES**

**NOTICE IS HEREBY GIVEN** that the Reef-Sunset Unified School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full modular building design and construction services for the upcoming District's New Preschool, Transitional Kindergarten, and Kindergarten Classrooms at Avenal Elementary School("Project").

Respondents to this Request for Qualifications and Proposals ("RFQ/P") must deliver one (1) electronic copy of their Statement of Qualifications ("SOQ"), and a copy of their proposal ("Proposal") labeled "Modular Services Proposal," as further described herein, to:

Mason Nakada, Director of Program Operations
Caldwell Flores Winter, Inc.
mnakada@cfwinc.com

**ALL PREQUALIFICATION DOCUMENTS ARE DUE BY 1:00 P.M., ON FRIDAY, OCTOBER 30, 2026.** Please see instructions and complete the forms required through Quality Bidders: https://www.qualitybidders.com/pages/contractor.

**ALL STATEMENT OF QUALIFICATIONS AND PROPOSALS ARE DUE BY 1:00 P.M., ON FRIDAY, NOVEMBER 6, 2026 to** Mason Nakada, Director of Program Operations, Caldwell Flores Winter, Inc, mnakada@cfwinc.com

Any SOQ or Proposal received after that date and time will not be accepted. Late submittals will not be accepted or considered. Each SOQ and Proposal must conform and be responsive to the requirements set forth in the RFQ/P.

District reserves the right to waive any informalities or irregularities in received submittals. Further, District 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. District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ please submit them via email to mnakada@cfwinc.com before 1:00 p.m. on Wednesday, October 28, 2026. Responses will be provided by an Addendum to this RFQ by 4:00 p.m. on Monday, November 2, 2026.

**RFQ/P RESPONSE SCHEDULE SUMMARY:**

The District reserves the right to change the dates on the schedule without prior notice.

| DATE / TIME | EVENT |
|---|---|
| October 21, 2026 | Issue RFQ/P Modular Services |
| October 28, 2026, at 1:00 p.m. | Deadline for submission of written questions to District concerning RFQ/P Modular Services |
| October 30, 2026, at 1:00 p.m. | Deadline for submittal of Prequalification Documents |
| November 3, 2026, | Notification to firms on Prequalification |

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|---|---|
| November 6, 2026 at 1:00 p.m. | Deadline for submissions of Statement of Qualifications and Proposals in response to RFQ/P Modular Services |
| Week of November 9, 2026 | Review of submissions by selection committee. |
| Week of November 9, 2026 | Interviews, as requested by selection committee. |
| Week of November 9, 2026 | Notification to selected Firm(s). |
| November 19, 2026 or thereafter | Anticipated Board consideration of contract adoption |

## I. BACKGROUND AND OVERVIEW

The Reef-Sunset Unified School District ("District") serves about 2,598 in transitional kindergarten (TK) through Grade 12. The District is seeking SOQs and Proposals from experienced entities to provide modular services, including design, engineering, construction, delivery, installation, coordination, administration, consulting and advice, and related services ("Consultant") for the District's New Preschool, Transitional Kindergarten, and Kindergarten at Avenal Elementary School("Project").

### A. LIMITATIONS

This RFQ/P is a formal request for bids, an offer by the District to contract with any party responding to this RFQ/P. The District reserves the right to add additional prequalified Respondents for consideration after distribution of this RFQ/P if it is found to be in the best interest of the District. The award of the contract pursuant to this RFQ/P, 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/P. The District makes no representation that participation in the RFQ/P 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/P. The awarding of the Consultant contract(s), if at all, is at the sole discretion of the District.

The SOQs, Proposals, and any other supporting materials submitted to the District in response to this RFQ/P, 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 and Proposals 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 an 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 or Proposal.

### B. 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 minority and women business enterprises shall be afforded full opportunity to submit SOQs and Proposals in

response to this RFQ/P and no respondent will be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national original, medical condition or disability, 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.

### C. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ/P, the evaluation or selection process or the award of the contract(s) with any member of the District's Governing Board ("Board"), Committee members, any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described herein in Section IX (Submission Guidelines) below. Any such contact shall be grounds for the disqualification of the firm submitting a response to this RFQ/P.

## II. SCOPE OF REQUIRED SERVICES

The anticipated scope of services is set forth at **Exhibit "A"** to the District's form of Agreement for Construction Services, which is distributed with this RFQ/P as **ATTACHMENT "A"** and incorporated herein by this reference.

The exact scope of services, however, will be negotiated with the selected firm and finalized in any resulting contract.

Any entity retained as a result of this RFQ/P shall be required to work cooperatively with the District in conjunction with all other technical consultants, the architect, and any Program and/or construction manager, if any, retained by the District for the Project, as well as other entities retained by the District to facilitate the timely completion of the Project.

## III. CONTRACTUAL REQUIREMENTS

Consultant must be able to execute the District's standard agreement. (A copy of the District's Agreement for Modular Services is attached to this RFQ/P as **ATTACHMENT "A."**) Firms responding to this RFQ/P must acknowledge that they have reviewed the agreement and must agree to the indemnity and insurance provisions contained in the District's standard agreement and confirm in writing that, if given the opportunity to contract with the District, the firm has no substantive objections to the use of the District's standard agreement.

## IV. RELATIONSHIP TO OUTSIDE GOVERNMENTAL AGENCIES

Depending upon the scope of work, respondent may be required to assist the District in working with various outside governmental agencies, including but not limited to, the following as applicable: City or County Planning Commissions and Departments, the Department of Toxic Substance Control ("DTSC"), the regional air quality control district, the state and regional water quality control boards, the State Department of Education, the Division of the State Architect, the State Allocation Board, and the Office of Public School Construction. Respondent shall discuss its experience with each of these agencies.

## V. CONFLICT OF INTEREST

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the District.

## VI. INSTRUCTIONS FOR SUBMITTALS

### A. PREQUALIFICATION REQUIREMENTS

There is a Prequalification component to this RFQ/P. Please see instructions and complete the forms required through Quality Bidders: https://www.qualitybidders.com/pages/contractor.

**ATTACHMENT E**
https://www.qualitybidders.com/pages/contractor.

Please refer to Quality Bidders for detailed instructions and scoring process for evaluation.

**ALL PREQUALIFICATION DOCUMENTS ARE DUE BY 1:00 P.M., ON FRIDAY, OCTOBER 30, 2026.**

### B. FORMAT REQUIREMENTS

Firms responding to this RFQ/P must comply with the following format requirements. Material must be in 8-1/2 x 11 inch format. Submittals shall include divider tabs labeled with boldface headers below; e.g., the first tab should be entitled "Cover Letter", the second tab should be entitled "Business Information", etc. Submittals must not exceed twenty (20) single-sided pages, or ten (10) double-sided pages.

Provide one (1) electronic copy of the Prequalification documents, Statement of Qualifications, and Proposal.

### CONTENT REQUIREMENTS

#### 1. COVER LETTER

- Provide an introduction letter signed by the modular manufacturing services company's authorized officer. If the modular manufacturing services company is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Identify clearly the individual(s) who are authorized to speak for the firm during the evaluation process.
- Respondent must include one (1) of the follow statements:

  *"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Modular Services Agreement ("Agreement") attached as Attachment A to the RFQ/P. [INSERT FIRM NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has no objections to the use of the Agreement."*

OR

*"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Modular Services ("Agreement") attached as Attachment A to the RFQ/P. [INSERT FIRM NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM NAME] has objections to the use of the Agreement, listed as follows or as contained in the appendix to this Submittal."*

A copy of District's form of Agreement will be provided per this RFQ/P as **Attachment A**. To the extent Respondent has any objections to the form agreement, Respondent must state the objection, and must provide a reasonable description of its requested change in response to the objection. **The District will not entertain unidentified objections or vaguely described objections during any contract negotiation.** Objections may be attached as an Appendix to Respondent's response and will not count toward the page limit.

- Respondent shall certify that no official or employee of the District, nor any business entity in which a District official 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 District.
- Respondent shall certify no firm official or employee has ever been convicted of an ethics violation.
- Respondent shall sign and add the following language: "*By virtue of this submission, [INSERT FIRM NAME] declares that all information provided is true and correct*."

**BUSINESS INFORMATION**

- Company name, address, telephone, fax, and website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- 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.
- Office location where the bulk of services solicited will be performed.
- State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

- Provide Regarding Lobbying Activities, Debarment, Suspension and Other Responsibility Matters (See **ATTACHMENT C**.)

**RELEVANT QUALIFICATIONS**

- Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.
- Describe the approach to conformance with federal/state/local applicable code requirements, including Title 24 of the California Code of Regulations.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe your firm's experience with DSA and working within the DSA processes.
- Describe your firm's experience with the Office of Public School Construction ("OPSC") and working within the OPSC processes.
- Describe your firm's experience with the Commissioning process.
- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design and LEED in the context of similar facilities.
- Describe your firm's experience with meeting aggressive completion schedules.
- Describe your firm's experience with alternate delivery construction methods.
- Provide information about prior services furnished/designs prepared by your firm in the last ten (10) years on a minimum of three (3) K-12 educational projects. List the following for each project:
    - Reference(s): District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
    - Project name and location.
    - Beginning and end dates of project (i.e., Notice of Completion and DSA final certification).
    - Original budget, bid amount, and final project cost at close-out.
    - Number of RFIs, Bulletins or Architect Supplemental Instructions, Change Order Requests, Change Orders for each project.
    - Briefly state relevance of projects included for consideration in this RFQ/P.
    - Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
    - Key individuals of the firm involved and their roles in the project.
    - Any sub-consultants that worked with the firm.

- Identify any and all K-12 and/or other educational projects that your firm served as the design professional and was not closed-out by DSA and provide explanation.

**PROJECT TEAM SUMMARY**

- Identify key team members, including sub-consultants, and state their qualifications relevant to professional modular services and the scope of the Project. Include the key personnel experience with DSA projects and other factors you believe is important and will assist the District in evaluating your firm's qualifications. Note, all proposers are hereby notified that the key personnel identified in the response to this RFQ/P is a material factor the District will evaluate in selecting the successful proposer. Therefore, proposers hereby acknowledge and understand that if awarded the contract, the key personnel identified in the response to this RFQ/P will be designated to perform services pursuant to the contract award.

- Each Submittal must include evidence that the firm is legally permitted and properly licensed for the scope of work and to conduct business in the State of California.

- Absent extenuating circumstances, the District requires the key personnel identified as the Respondent's team will remain intact through the project(s) duration. If a team member must leave, respondent must provide the explanation for such departure and provide a replacement team member at Respondent's expense and subject to the District's reserving the right to approve that team member's replacement.

**LITIGATION HISTORY**

Provide a comprehensive five (5)-year summary of the firm's claims, litigation, arbitration, and negotiated/settlement history with previous clients ("Claims"). This includes current/ongoing Claims. For each lawsuit, state the issues in the lawsuit, the status of the lawsuit, names of parties, and outcome. A Submittal failing to provide the requested information on past and present Claims, including lawsuits, and responses that assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

**FEE PROPOSAL**

In a separate PDF document accompanying your response to the RFQ/P and labeled as "[FIRM NAME] Fee Proposal for RFQ/P Modular Services," provide a general fee proposal for the project(s) in the Program. The fee proposal shall also include hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed).

The Proposal shall provide a Schedule of Rates ("SOR") by position, for each position proposed by your firm, whether you are submitting as a prime with subconsultant(s), or as joint venture or partnership. The SOR should identify proposed reimbursables by category. This SOR will be the basis for calculating the value of any additional services that may be added to the Respondent's scope of work.

**APPENDIX (if used)**

- Firm brochure/history/background, reprints, etc.
- Key team member resumes
- Objections to District's form of agreement, reasonably described and including proposed change(s).

## VII. SELECTION PROCESS AND CRITERIA

A Committee will evaluate all submissions on a best value evaluation. Each submittal must be complete. Incomplete submittals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a firm is responsive, responsible, and qualified. Based upon the information presented in the submissions and the prequalification forms, the District may elect to conduct interviews with some or all of the respondents. After the interviews, if any, the Committee will identify the firm(s)/team(s) that can provide the greatest overall benefit to the District.

### A. EVALUATION CRITERIA

Submittals will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ/P, including, without limitation:

1. Experience and performance history of the firm with similar services;
2. Experience and results of proposed personnel;
3. Acceptable and verifiable professional references for relevant experience;
4. Current commitments and ability of firm to handle several simultaneous projects, including without limitation, availability of staffing and the level of service and support for the Project(s), and availability of resources to meet anticipated schedule and Project requirements;
5. Capacity and commitment to provide services to District, including ability to respond to District's requests in a timely and appropriate fashion; to inform District of all issues discovered on Project; and to work positively and cooperatively with District's team;
6. Credentials, including without limitation, professional and technical expertise, of specific employees assigned as members of the proposed team for the District;
7. Proposed Fee and value of services; and
8. Overall responsiveness of the SOQ and Proposal.
9. Approved prequalification submittal

### B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQs. The District may request a respondent to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

### C. INTERVIEWS

The District, at its sole discretion, may elect to interview selected firm(s). The District may elect to interview one or more firms. In the event the District does so, the procurement scoring will be cumulative. If your firm is requested to come in for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District's Selection Committee to further inquire as to the firm's suggested approaches to the projects and the issues identified in this RFQ/P. Any comments or objections to the District's form of Agreement attached to this RFQ/P as **Attachment "A**" may be the subject of inquiry at the interview.

## VIII. SUBMISSION GUIDELINES

**ALL PREQUALIFICATION DOCUMENTS ARE DUE BY 1:00 P.M., ON FRIDAY, OCTOBER 30, 2026.** Please see instructions and complete the forms required through Quality Bidders: https://www.qualitybidders.com/pages/contractor.

**ALL STATEMENT OF QUALIFICATIONS AND PROPOSALS ARE DUE BY 1:00 P.M., ON FRIDAY, NOVEMBER 6, 2026.** Respondents to this RFQ/P should deliver one (1) electronic copy of their Statement of Qualifications, and Proposal to: Mason Nakada, Director of Program Operations, Caldwell Flores Winter, Inc. mnakada@cfwinc.com.

Any submittal received after that date and time will not be accepted and will be returned unopened. Late submittals will not be accepted or considered.

Each submittal must conform and be responsive to the requirements set forth in this RFQ/P. District reserves the right to waive any informalities or irregularities in received submittals. Further, District 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. District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

**ATTACHMENT A**

**DISTRICT'S AGREEMENT FOR MODULAR SERVICES**

Link to Form Agreement for Modular Services

**ATTACHMENT B**

**PROJECT DESCRIPTION:**

**NEW PRESCHOOL, TRANSITIONAL KINDERGARTEN, AND KINDERGARTEN AT AVENAL ELEMENTARY SCHOOL**

The New Preschool, Transitional Kindergarten, and Kindergarten at Avenal Elementary School (Project) includes the construction of 10 new Title 5 classrooms to PS/TK/K classrooms built according to current state code, district specifications, and 21st century educational program requirements. The District has selected Caldwell Flores Winter, Inc. (CFW) to act as the District's program manager to direct the selection, design, approval and construction phases for the team of professionals required to implement the Project. Selected firms shall work at CFW's direction in the presentation of work product to be approved by the District.

## Project Orientation

Avenal Elementary School (TK-5) is located at 500 South First Avenue, Avenal, California. The school is bounded by West Madera Street to the north, South First Avenue to the east, and West Kings Street on the south. Highway 33 runs along the west side of the school at a diagonal creating a school site that is a triangle shape. There are residential homes on the north and east sides of the school. The school sits on 19.16 acres and has a current enrollment of 649 students in grades TK-5. The school was built over time, with the original main building and classroom wings constructed in 1939

**Figure 1 - Proposed Locations – New Perm. Classrooms & Reconfigured Existing Spaces**



## Project Specifications

Figure 1 provides the proposed locations for the new classrooms. As planned, the 10 new classrooms are proposed to expand and complete existing PS/TK/K facilities at Avenal Elementary, pursuant to the State and proposed 21st century specifications for these facilities. The classrooms are proposed to be located on the south end of the school near the existing MPR facility creating an early childhood development center (ECDC) on campus.

The classrooms are proposed to be housed in a total of three buildings: two buildings composed of four classrooms and one building composed of two classrooms to be constructed with shade canopies and perimeter fencing with access between the MPR and existing Rooms 1-4 utilizing the existing parking lot. Playground improvements will require one PS playground at 7,500 square feet and one TK/K playground at 5,250 square feet. Both playgrounds will have shade canopies. Placement of the new buildings and playgrounds would require the removal of existing portable buildings P3, P4, and P5. Asphalt and restriping improvements to the current parking lot will be included to create a dedicated PS/TK/K drop off and parking area.

The classrooms will be of modular construction and inclusive of specification of facilities which allows for their intended use and adaptability in the future, if needed, for PS, TK, or K facilities. Upon completion, this will bring the total number of State Title 5 compliant classrooms for PS/TK/K at the site to 13.

### Project Budget and Schedule

The construction budget for the project is $7.8 million inclusive of general conditions and requirements, contractor fees and overhead. The soft costs include design fees, consulting services, testing and inspection services, agency approval fees, furniture and equipment (FF&E), etc.

The anticipated project timeline is subject to adjustment based on the timing and processing of administrative approvals, prevailing market conditions, weather and environmental conditions, available funding, and unforeseen site conditions. The timeline for the project is as follows:

- Anticipated Board meeting to approve Architect contract (subject to change): November 2026
- DSA Submittal: February 2027
- DSA Approval: July 2027
- Bidding/Start Construction: August 2027
- End Construction: January 2029

### Method of Delivery

The District desires to contract directly with the modular manufacturer for the delivery of the new classroom buildings. A site contract will be selected through a lease-leaseback (LLB) or a design-build method of construction as selected by the District. The modular manufacturer will be expected to work collaboratively with the architect and either the

lease-lease pre-construction services contractor or design build contractor, to develop proposed designs, cost estimates, construction schedules, and a site logistics strategy, resulting in a design that meets District specifications, functions, budget and timeline.

**ATTACHMENT C**

**NON-COLLUSION DECLARATION**
**(Public Contract Code Section 7106)**

The undersigned declares:

I am the _____ of _____, the party making the foregoing
[Title] [Name of Firm]

bid/proposal.

The bid/proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid/proposal is genuine and not collusive or sham. The bidder/proposer has not directly or indirectly induced or solicited any other bidder/proposer to put in a false or sham bid/proposal. The bidder/proposer has not directly or indirectly colluded, conspired, connived, or agreed with any bidder/proposer or anyone else to put in a sham bid/proposal, or to refrain from bidding/proposing. The bidder/proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid/proposal price of the bidder/proposer or any other bidder/proposer, or to fix any overhead, profit, or cost element of the bid/proposal price, or of that of any other bidder/proposer. All statements contained in the bid/proposal are true. The bidder/proposer has not, directly or indirectly, submitted its bid/proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, depository, or to any member or agent thereof, to effectuate a collusive or sham bid/proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder/proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder/proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____,
[Date]

at _____, _____.
[City] [State]

Date: _____
Proper Name of Bidder/Proposer: _____
Signature: _____
Print Name: _____
Title: _____

END OF DOCUMENT

**ATTACHMENT D**

**Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters**

**The undersigned certifies, to the best of their knowledge and belief, that:**

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____

Organization:

_____

Street address:

_____

City, State, Zip:

_____

Certified by: (type or print)

_____

Title

_____

Signature

_____

Date

**Disclosure of Lobbying Activities** Approved by OMB 0348-004

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

| **1. Type of Federal Action:**<br>☐ **contract**<br>☐ **grant**<br>☐ **cooperative agreement loan**<br>☐ **loan guarantee**<br>☐ **loan insurance** | **2. Status of Federal Action:**<br>☐ **bid/offer/application**<br>☐ **initial award**<br>☐ **post-award** | **3. Report Type:**<br>☐ **initial filing**<br>☐ **material change**<br>**For material change only:**<br>**Year_____quarter _____**<br>**Date of last report_____** |
|---|---|---|

| **4. Name and Address of Reporting Entity:**<br><br>**_____Prime _____Sub-awardee**<br>**Tier_____, if Known:**<br><br>**Congressional District, if known:** | **5. If Reporting Entity in No. 4 is Sub-awardee,**<br><br>**Enter Name and Address of Prime:**<br><br>**Congressional District, if known:** |
|---|---|
| **6. Federal Department/Agency:** | **7. Federal Program Name/Description:**<br><br>**CFDA Number, *if applicable*: _____** |
| **8. Federal Action Number, *if known:*** | **9. Award Amount, *if known:***<br>**$** |
| **10a. Name and Address of Lobbying Registrant**<br>***(if individual, last name, first name, MI):*** | **10b. Individuals Performing Services *(including address if different from No. 10a)***<br>***(last name, first name, MI):*** |

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| **11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.** | **Signature:**<br><br>**_____**<br><br>**Print Name:**<br><br>**_____**<br><br>**Title:**<br><br>**_____**<br><br>**Telephone No.: _____ Date:**<br><br>**___** |
| **Federal Use Only** | **Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)** |

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to Title 31, U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

## Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, for prospective participants/Respondents in primary covered transactions:

A. The Respondent certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the Respondent is unable to certify to any of the statements in this certification, they shall attach an explanation to this application.

_____

Contractor/Company Name

_____

Award Number, Contract Number, or Project Name

_____

Name(s) and Title(s) of Authorized Representatives

_____

Signature(s)

_____

Date

## ATTACHMENT E

Please see instructions and complete the forms required through Quality Bidders: https://www.qualitybidders.com/pages/contractor.

**ATTACHMENT F**

Contractor shall utilize the cost estimation form and submit with your proposal for the conceptual cost estimate

Cost Estimation Form