# REQUEST FOR QUALIFICATIONS

TO: Prospective Applicants – Architectural Services

FROM: New Hope Elementary School District

DATE: April 1, 2026

RE: REQUEST FOR QUALIFICATIONS

Notice is hereby given that the New Hope Elementary School District is requesting Statements of Qualifications (SOQ) from architectural firms for general services, for facility projects identified by the District, and such other architectural work as assigned.

Your Statement of Qualifications **submittal must be received by 4:00PM on Wednesday, April 22, 2026.** Submittals received after this date and time will not be accepted by the District. Please submit **an electronic copy** of your completed Statement of Qualifications to:

**Khushwinder Gill, Superintendent/Principal**

kgill@nhesd.net

**REQUEST FOR QUALIFICATIONS**

**FOR ARCHITECTURAL SERVICES**

This Request for Qualifications for Architectural Services **("RFQ")** describes the Projects, the required scope of work, the selection process, and the minimum information that must be included in the SOQ.

## 1. SCOPE OF WORK AND PROJECTED TIMELINE.

New Hope Elementary School District ("Owner") issues this RFQ to request Statements of Qualifications ("SOQ") from architects that are licensed and qualified to provide to Owner architectural services, which shall include preparation of plans and specifications, assisting Owner with bidding and contract documents, and support during construction of the Project (collectively "Services"). The project/projects for which the selected respondent(s) is/are to provide the Services are listed below as well as other projects that Owner may undertake from time to time. Owner intends to undertake the following public works project/projects ("Project"):

Construction of New Local-Funded and State-Funded Construction Project(s).

Owner anticipates the following timeline for the design and construction of the Project:

| Description of Event and Related Requirements | Deadline/Date |
|---|---|
| 1. PREPARATION AND APPROVAL OF PLANS AND SPECIFICATIONS. The selected firm shall complete the plans and specifications and obtain approval of them by all agencies having jurisdiction of the Project, including, if applicable to the Project, the Division of the State Architect, by no later than the date stated to the right. | TBD |
| 2. BID AND CONTRACT FOR CONSTRUCTION OF PROJECT. The selected firm shall perform the required services set forth in the contract to assist Owner in bidding and contracting with a general contractor to perform the construction services on the Project. | TBD |
| 3. CONSTRUCTION OF PROJECT – PROJECT PERIOD. Construction of the Project will commence on the Project Start Date and be completed no later than the Project Completion Date, both of which are stated to the right. | TBD |

## 2. REQUIREMENTS APPLICABLE TO RESPONSES.

**2.1 Compliance with RFQ Requirements.** All responses to this RFQ must be in strict accordance with the requirements of this RFQ. Any response that is not in accordance with and/or not submitted in accordance with the requirements of this RFQ will not be considered and will be returned unopened to the applicable respondent. Owner reserves the right to waive any irregularity and reject any or all responses.

**2.2 Response Submission.** Each respondent may submit only one response in response to this RFQ. Responses to this RFQ shall be submitted to and received by Owner in accordance with the Submittal Deadline based on a clock designated by Owner and at the location stated on page 1. Responses that are not received in accordance with the Submittal Deadline will not be considered and will be returned unopened to the applicable respondent. Owner will not receive any response by facsimile.

**2.3 Cancellation or Modification of RFQ.** At any time before Owner awards the contract to the selected respondent and without any liability to any respondent, Owner reserves the right to cancel or modify, in part or in its entirety, this RFQ and to modify any of the provisions and/or deadlines stated herein. If Owner cancels or modifies this RFQ, Owner will notify all respondents through one or more written addenda.

**2.4 Withdrawal of Response.** A respondent may withdraw its response by submitting a written request signed by the respondent's authorized representative. To be effective, the withdrawal must be received by Owner before the Submittal Deadline. After the Submittal Deadline, no respondent may withdraw its response for 60 days.

**2.5 Public Record.** All responses submitted in response to this RFQ become the property of Owner and are public records and, as such, are subject to inspection and production to the public.

**2.6 Non-Discrimination.** Owner does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, gender, or other legally protected status in consideration of the responses and the award of the contract.

**2.7 Costs.** Each respondent is solely responsible for the costs of preparing and submitting responses in response to this RFQ and participating in any interview.

**2.8 No Commitment to Award Contract.** This RFQ does not commit Owner to award the contract or any other contract, defray or reimburse any costs incurred in the preparation any response to this RFQ, or procure or contract for any services from any of the respondents.

**2.9 Disabled Veteran Business Enterprises Participation.** In accordance with the Education Code, Owner has a participation goal for disabled veteran business enterprises of at least 3 percent per year of the overall dollar amount of funds allocated to Owner by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act of 1998. As a condition for final payment under any contract for architectural services, the selected respondent shall provide appropriate documentation to Owner identifying the amount paid to disabled veteran business enterprises in conjunction with the contract, so that Owner can assess its success at meeting this goal.

## 3. SUBMITTAL FORMAT AND CONTENT

**3.1 Statement of Qualifications.** Each respondent must submit a Statement of Qualifications **("SOQ")** that complies with the following:

3.1.1 Be concise, well organized, and demonstrate respondent's qualifications to perform the services required for the Project.

3.1.2 Not to exceed 30 PDF pages, inclusive of resumes, forms, pictures, and any other documents that may be included.

3.1.3 Contain content that is clear, concise, and complete.

3.1.4 Be based on the scope of work stated in this RFQ.

3.1.5 One electronic copy in PDF delivered to Owner in accordance with the Submittal Deadline and at the location stated on page 1 of this RFQ.

3.1.6 Follow the format specified below with each section listed:

COVER PAGE. State this RFQ's title, as listed on the first page of this RFQ, the Submittal Deadline, and the respondent's full legal name, business address, and telephone number.

TABLE OF CONTENTS. Include a complete and clear listing of headings and pages to allow easy reference to key information.

1. Cover Letter. The cover letter should briefly describe the respondent's experience, background, and what will make the respondent a good fit for the proposed Project(s). The letter must be dated and include the title and signature of respondent's contact person for this RFQ. If respondent proposes to co-respond with another respondent, the cover letter must specify the type of services to be provided by each respondent and the proposed percentage allocated to each phase or function of the Services. Each signatory shall be a person with official authority to bind the respondent.

2. Relevant Project Experience. Please provide at least four (4) recent (over the last 5 years) projects for whom your firm has provided full service architectural work similar to what is being requested in this RFQ/RFQ with particular emphasis where possible on public school projects. Please include the following information as demonstrated below (examples in italics):

2.1 Year(s): *2020-2025*

2.2 Institution: *School District*

2.3 Contact Person: *Smith, John*

2.4 Title: *Director of Facilities*

2.5 Contact Phone Number: *(619) 555-5555*

2.6 Project Description: *Modernization of Classroom Wing*

2.7 7) Dollar Value of Project: *$1,000,000.00*

2.8 8) Duration of Project: *9 Months*

3. Qualifications and Methodology. The successful respondent will demonstrate through the SOQ that the firm has the professional capability and resources to be a full-service architect that can facilitate successful completion of the Project(s). Skills to be considered during the selection process include the planning, design, and management of successful plans and projects including work with state and local agencies where necessary. Please demonstrate:

   3.1 Describe your experience with DSA and working within the DSA processes.

   3.2 Describe your firm's approach to quality control/assurance procedures, including coordination of design disciplines and DSA final certification.

   3.3 Describe the approach to conformance with federal/state/local applicable code requirements, including Title 24 of the California Code of Regulations.

   3.4 Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering.

   3.5 Describe your experience with sustainable design and LEED and approach to designing energy efficiency conservation systems for schools or similar facilities.

   3.6 Describe your firm's approach to modernization projects versus new construction projects.

   3.7 Describe your experience with and approach to designing safety upgrades for schools or similar facilities.

   3.8 Describe your experience with alternative delivery methods projects.

4. Past Performance Record. If any of the following has occurred relating to any contract on a public works project pursuant to which respondent was required to provide architectural and related services, please describe in detail the circumstances for each occurrence:

   4.1 Failure to enter into a contract for any project once selected.

   4.2 Withdrawal of a response on a project as the result of an error.

   4.3 Termination or failure to complete a contract on a project.

   4.4 Involvement in litigation, arbitration or mediation on a contract.

   4.5 Knowing concealment of any deficiency in the performance of a contract.

4.6 Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.

4.7 Violation of applicable rules, laws or regulations relating to a project.

5. Project Team Summary. Identify key team members and or management within your firm. It is optional to provide information regarding sub-consultants your firm traditionally does business with.

5.1 Each SOQ must include evidence that the architectural services company is legally permitted and properly licensed for the scope of work for which the SOQ is submitted and to conduct business in the State of California.

5.2 The District expects that the team shall remain intact through the duration of the Project(s) at the time they are awarded. If a team member must leave, the District reserves the right to approve that team member's replacement.

## 4. EVALUATION CRITERIA AND METHOD

**4.1 Criteria.** Owner will evaluate each response to this RFQ according to the criteria listed below:

4.1.1 Demonstrated competence and professional qualifications necessary for the satisfactory performance of the Services required for the Project.

4.1.2 Specialized experience and technical competence of the respondent (including principal firms, joint venture-partners, and sub-consultants) considering the types of Service required; the complexity of the Project; record of performance; and the strength of the key personnel who will be dedicated to the Project.

4.1.3 Conformance to the requirements in this RFQ.

4.1.4 Organization, presentation, and content of the response.

4.1.5 Proposed methods and overall strategic plan to accomplish the Services in accordance with the timeline and requirements stated in this RFQ.

4.1.6 Knowledge and understanding of the local environment and a local presence for interfacing with the Owner.

4.1.7 Organizational and financial stability of the respondent and/or a consultant team.

**4.2 Method.** A selection committee formed by the Owner **("Owner Selection Committee")** will review the responses and recommend to the Owner's Board of Trustees one or more respondents to which to award the contract/contracts. Any Owner employee who has a relationship with any respondent that would subject the employee to the prohibition of Government Code section 87100 shall not participate in the selection process. Any practices that might result in unlawful activity, including, but not limited to, rebates,

kickbacks, or other unlawful consideration are prohibited.

**4.3 Review of Responses, Interview, and Contract Negotiation and Award.**

4.3.1 REVIEW OF RESPONSES. After receiving responses, Owner will review all responses that have been submitted to and received by Owner in accordance with the Submittal Deadline at the Submittal Location.

4.3.2 INTERVIEWS. Owner may conduct one or more interviews. If Owner decides to conduct any interview, Owner will notify each respondent that has been selected to participate in an interview.

4.3.3 CONTRACT NEGOTIATION AND AWARD. After the interview(s) and consideration of all responses and other pertinent information, Owner will determine and select the best qualified respondent and commence negotiation with such respondent. Owner will negotiate the contract with the best qualified respondent, as determined by Owner, at compensation that Owner determines is fair and reasonable to Owner. If Owner is unable to negotiate a satisfactory contract with the respondent that Owner considers to be the most qualified at a price Owner determines to be fair and reasonable to Owner, Owner may terminate negotiation with that respondent. Owner may then undertake negotiation with the second most qualified respondent, as determined by Owner. If the negotiation fails with the second most qualified respondent, Owner may undertake negotiation with the third most qualified firm. If Owner is unable to negotiate a satisfactory contract with any of the selected respondents, Owner may select additional respondents, if any, in order of their competence and continue negotiations until a contract is reached.

The contract will be the Architectural Services Agreement provided by the Owner subject to any modifications agreed to by the selected respondent and Owner.

**4.4 Additional Information and Documentation.** Throughout the RFQ and contract negotiation process, Owner reserves the right to request clarifications or additional documents or information from any or all respondents in order for the Owner to properly consider and select the successful respondent. Unless stated otherwise in Owner's request, each respondent, who is asked to provide clarifications or additional documents or information, shall provide such clarifications or additional documents or information to Owner within 48 hours of Owner's request. If a respondent fails or refuses to provide the requested clarifications or additional documents or information, Owner, without any notice to such respondent, may refuse to review and consider such respondent's response to this RFQ.

## 5. QUESTIONS AND OWNER CONTACT

Owner looks forward to receiving responses to this RFQ. If any potential respondents have any questions regarding the Project or this RFQ, the respondent must submit them in writing and by email to the Contact Person listed on page 1 of this RFQ. Owner will respond to the questions by issuing one or more addenda to all entities that Owner knows have received this RFQ. Owner is bound only by responses that are in a written addendum. Any addenda issued by Owner shall constitute and become a part of this RFQ.

All potential respondents are requested not to contact members of the Owner's Board of Trustees or Owner administration in connection with the Project, this RFQ, or the selection process. Any respondent who violates this request will be disqualified from being considered for award of the contract/contracts to provide Services on the Projects