

**WOODSIDE ELEMENTARY SCHOOL DISTRICT  
REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)  
# NTF-01 SPORTS ENGINEERING SERVICES**

**NOTICE IS HEREBY GIVEN** that Woodside Elementary School District ("District") is seeking to establish a pool of qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide sports engineering, civil engineering, landscape architecture, and specialty engineering services for upcoming synthetic and natural grass fields projects.

Application packages are available on the District's website, <https://www.woodsideschool.us/> or at the District's [main office] located at: 3195 Woodside Dr., Woodside, CA 94062

Respondents to the RFQ/P should mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy on flash drive of their Submittal, labeled "RFQ/P #

NTF-01 Submittal," to:

**Hanwool Kim - Business Services CBO Office  
WOODSIDE ELEMENTARY SCHOOL DISTRICT  
3195 Woodside Dr. Woodside, CA 94062**

**ALL RESPONSES ARE DUE BY 2:00 P.M. ON Monday, May 4, 2026.** Oral, telegraphic, facsimile, telephone, and/or email Submittals will not be accepted. Submittals received after this date and time will not be accepted.

Questions regarding the RFQ/P may be directed in writing to **Hanwool Kim** at [hkim@woodsideschool.us](mailto:hkim@woodsideschool.us) and must be submitted in writing on or by **2:00 P.M. ON Friday, April 24, 2026.**

Each Submittal 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 Respondents for any portion of the services. District retains sole discretion to determine issues of compliance and to determine whether any Respondent is responsive, responsible, and qualified.

**RFQ/P # BSD-01 - Architectural Services Page 1 Woodside Elementary School District School District**

## **I. RFQ/P RESPONSE SCHEDULE**

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

DATE/TIME	EVENT
Friday, April 3, 2026	Release of RFQ/P.
Wednesday, April 17, 2026, at 2:00 P.M.	Deadline to receive written questions from Respondents.
Friday, April 24, 2026	Deadline for the District to issue - Addenda to answer questions/clarifications.
Monday, May 4, 2026, at 2:00 P.M.	Deadline for Submittals in response to RFQ/P.
Week of TBD	Release of short-listed firms, for each pool.
Week of TBD	Interviews of short-listed firms.
Anticipated by May, 11,2026	Notice to selected Respondent(s) for contract negotiation.

## **II. BACKGROUND**

The Woodside School District("District") serves over 385 students in transitional kindergarten through grade 8. The District consists of preschool, lower school, and upper School located in San Mateo County.

Briefly stated, the District is seeking to establish a pool of experienced and proven design professionals to provide sports engineering, civil engineering, landscape architecture, and specialty engineering services for upcoming synthetic and natural grass fields projects.

This Request for Qualifications and Proposals ("RFQ/P") defines the field and engineering services sought and generally outlines the District's requirements. Respondents to this RFQ/P shall submit a completed Statement of Qualifications ("SOQ") and Proposal. The District intends to select multiple pools, based on project size, of qualified firms for future consideration to provide architectural services for certain future projects.

## **III. POOLS OF QUALIFIED APPLICANTS AND RECERTIFICATION**

The District will maintain three (3) pools of qualified architectural firm applicants. The District intends to select three (3) pools of architectural firms that would be pre-qualified for selection of specific projects. The first pool shall qualify architectural firms for projects in excess of Ten Million dollars (\$10,000,000) in estimated construction value. The second pool shall be pre

qualified for projects with an estimated construction value between Five Million dollars (\$5,000,000) and Ten Million dollars (\$10,000,000). The third pool shall be pre-qualified for projects with an estimated construction value under Five Million dollars (\$5,000,000).

Requests for recertification may be sent every two (2) years. Firms that do not reply to the request for recertification may be deleted from the pools of prequalified firms, at the sole

**RFQ/P # NTF-01 - Architectural Services Page 2 Woodside Elementary School District School District**

discretion of the District. Additional firms may be added to the pools, at the District's sole discretion, as the District determines the need for additional services.

**IV. SCOPE OF SERVICES**

Any firm selected based on this RFQ/P process must be capable of providing full civil, field, sports, and landscape engineering services through the design and construction phases of any and all selected projects. This project requires DSA review and approval prior to construction. The architect will also prepare budgets for selected projects and meet, as needed, with District staff and consultants, school and neighborhood organizations, and upper-level District administrators.

**V. FORM OF AGREEMENT**

Respondent must be capable of executing and performing in accordance with the District's form of Agreement for Architectural Services ("Agreement"), 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 proposed changes to the form of Agreement must be identified in the Respondent's Submittal**; undisclosed change requests may not be entertained.

**VI. LIMITATIONS**

This RFQ/P is neither a formal request for bids, nor an offer by District to contract with any party responding to this RFQ/P. All decisions concerning selection will be made in the best interests of District. The awarding of a contract pursuant to this RFQ/P, if at all, is at sole discretion of District.

District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P.

Submittals and any other supporting materials submitted to District in response to this RFQ/P will not be returned and will become the property of District unless portions of the materials 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 District to protect the designated matter from disclosure.

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Submittals shall be held confidential by District and shall not be subject to disclosure under the California Public Records Act until after either: (1) District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) District has rejected all Submittals. Furthermore, District will have no liability to Respondent or other party as a result of any public disclosure of any Submittal.

**VII. FULL OPPORTUNITY**

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status in any consideration leading to the award of the contract. District also affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), and Disabled Veterans Business Enterprises ("DVBE") shall be afforded full opportunity to respond to this RFQ/P.

**RFQ/P # NTF-01 - Architectural Services Page 3 Woodside Elementary School District School District**

**VIII. 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 with any member of District, Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of Respondent.

**IX. SUBMITTAL REQUIREMENTS**

**A. Format**

Respondents 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 would be entitled "Cover Letter", the second tab would be entitled "Business Information", etc. Submittals shall be no more than twenty (20) single sided pages or ten (10) double-sided pages in length. This page limitation excludes front/back covers, divider sheets/tabs, and allowed appendices. Submittals containing more than the authorized number of pages will not be considered.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy of the Submittal.

- The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:
  - No divider sheets or tabs.
  - Pages with proprietary information removed.
  - A cover sheet listing the firm's name, the total number of pages, and identifying those pages that were removed due to proprietary information.
- The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

## **B. Content**

### **1. Cover Letter**

- Provide a letter of introduction signed by an authorized officer of the firm. Clearly identify the individual(s) authorized to speak for the firm during the evaluation process. If the respondent is a joint venture, duplicate the signature block and have an authorized officer sign on behalf of each party to the joint venture.
- Include a brief description of why your firm is well suited for, and can meet, the District's needs.
- State for which of the three (3) pools, based on project size, your firm would like to be considered.

#### **RFQ/P # NTF-01 - Architectural Services Page 4 Woodside Elementary School District**

- Respondent must include one (1) of the follow statements:

*"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Architectural Services ("Agreement") attached as ATTACHMENT A to the RFQ. [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 Architectural Services ("Agreement") attached as ATTACHMENT A to the RFQ. [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, as listed in this Submittal."*

- 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(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 that no official or employee of the firm 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."*

## **2. Business Information**

- Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number (if applicable).
- Type of organization (e.g., 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 Respondent, including number of years Respondent has been in business and date established under this name.
- Number of employees.

### **RFQ/P # NTF-01 - Architectural Services Page 5 Woodside Elementary School District School District**

- Location of office where the bulk of services solicited will be performed.
- State of California certification of Small Business or Disabled Veteran Business Enterprise status, if any.
- How subconsultants are generally used by your firm and to what extent work is performed in-house versus by subconsultant(s).

## **3. Relevant Qualifications**

- Describe your 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 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 waterproofing buildings.
- Describe your firm’s experience with construction cost reduction measures such as, but not limited to, value engineering.
- Describe your experience with sustainable design and LEED and approach to designing energy efficiency conservation systems for schools or similar facilities.
  - Describe your experience with pre-checked designs, giving specific project details.
- Describe your firm’s approach to modernization projects versus new construction projects.
- Describe your experience with and approach to designing safety upgrades for schools or similar facilities.
- Describe your experience with the commissioning process.
- Describe your experience with alternative delivery methods projects.

#### **4. Relevant Experience and References**

- Provide information about prior services furnished by your firm in the last ten (10) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
  - 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).
  - Square footage.

- Main program elements.
  - Original budget, bid amount & final amount at close-out.
  - Number of RFI's and Change Orders.
  - Project delivery method utilized.
  - Briefly state relevance of the project for consideration in this RFQ.
  - 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 educational projects that have not been closed-out by DSA and provide explanation.

### **5. Proposed Program Team**

The selected firm shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the architectural services.

Identify the key personnel you would assign to the District's Program for each phase of work, including their roles. Describe for each his or her experience with public school construction projects, including identifying those projects for the past five (5) years. The District expects that the team shall remain intact through the duration of the project(s). If a team member must leave, the District reserves the right to approve that team member's replacement.

### **6. Litigation History**

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled claims history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Responses failing to provide the requested information on litigation, and responses which 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.

### **7. Fee Proposal**

Provide fee information, including, at a minimum, hourly billing rates by position (proposed); staffing plan (proposed); and reimbursable schedule (proposed). The final scope of services and not-to-exceed fee will be negotiated in any resulting contract.

### **8. Comments to Form of Agreement**

A form of the Agreement has been distributed with this RFQ/P as **ATTACHMENT A**. The final form of the Agreement will incorporate the final scope of work and final fee, which shall be negotiated with the successful proposer. **As noted above, any proposed changes to the form of Agreement must be identified in respondent's submittal; undisclosed change requests may not be entertained.**

**RFQ/P # NTF-01 - Architectural Services Page 7 Woodside Elementary School District  
9. Appendix**

Shall include:

- Executed Non-Collusion Declaration (**Attachment B**)
- Executed Iran Contracting Act Certification (**Attachment C**)
- Certificate(s) of Insurance identifying Respondent's current insurance coverages.

May include:

- Key team member resumes.
- Identification and explanation of any and all objections to the form of Agreement.

**X. SELECTION PROCESS**

**A. Evaluation and Selection Criteria**

The District's Selection Committee will evaluate all submissions. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified. Based upon the information presented in the submissions, the District may elect to conduct interviews with some or all of the respondents. After the interviews, if any, the Selection Committee will identify the firm(s) that can provide the greatest overall benefit to the District.

The criteria for evaluating submissions may include, without limitation, the following:

- Experience and performance history of the firm with similar services; •  
Experience and results of proposed personnel;
- References from clients contacted by the District;
- Technical capabilities and track record of use;
- Value of services under proposed fees; and
- Overall responsiveness of the submittal.

## **B. District Investigations**

District may perform investigations of Respondents that extend beyond contacting the references identified in the Submittal. District may request a Respondent submit additional information pertinent to the review process. 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 one or more firm(s). If a firm is requested to come in for an interview, the key proposed Program 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. **Any comments or objections to the District's form of**

**RFQ/P # NTF-01 - Architectural Services Page 8 Woodside Elementary School District Agreement attached to this RFQ as Attachment A may be the subject of inquiry at the interview.**

## **D. Final Determination and Award**

District reserves the right to contract with any entity responding to this RFQ/P for all or any portion of the services described herein, to reject any Submittal as nonresponsive, and/or not to contract with any Respondent for the services described herein. District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. District reserves the right to contract with any person or firm not participating in this process. District shall in no event be responsible for the cost of preparing any Submittal in response to this RFQ/P, including any supporting materials.

Awarding of contract(s) is at sole discretion of District. District may, at its option, determine to award contract(s) only for portions of the scope of services identified herein. In such case, the successful Respondent(s) will be given the option not to agree to enter into the contract and District will retain the right to negotiate with any other Respondent selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, District will retain the right to enter into negotiations with any other Respondent to this RFQ/P.

**WE THANK YOU FOR YOUR INTEREST!**

**RFQ/P # BSD-01 - Architectural Services Page 9 Woodside Elementary School District  
ATTACHMENT A**

**Form of Agreement**

Attached starting on next page.

**RFQ/P # BSD-01 - Architectural Services Att. A Woodside Elementary School District  
ATTACHMENT B**

**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

District

**ATTACHMENT C**

**IRAN CONTRACTING ACT CERTIFICATION  
(Public Contract Code Sections 2202-2208)**

Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

**OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

**OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/proposal.*

**CERTIFICATION:**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

END OF DOCUMENT

**RFQ/P # BSD-01- Architectural Services Att. C Woodside Elementary School District**