

**MOUNTAIN EMPIRE UNIFIED  
SCHOOL DISTRICT**



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**ARCHITECTURAL SERVICES**  
**MOUNTAIN EMPIRE DISTRICTWIDE**  
**TRANSITIONAL KINDERGARTEN, PRESCHOOL, FULL DAY**  
**KINDERGARTEN PROGRAMS (TK/PK/FDK)**

Reference #2223-2002

**Issued: October 12, 2022**

**Due: November 9, 2022 at 4:00PM**

Prepared in consultation with:



5245 Avenida Encinas / Suite A / Carlsbad / CA / 92008

P 760.602.9352 / C 714.402.9504 / F 760.602.9341

[www.ehanda.com](http://www.ehanda.com)

## I. Introduction

The Mountain Empire Unified School District (“District”) is issuing this Request for Proposal (“RFP”) to Architectural Firms to provide Architectural Services for the planning/construction/modernization/reconstruction of **Mountain Empire Unified School District’s Transitional Kindergarten, Preschool, and Full Day Kindergarten Programs.**

The Scope of Work under this RFP for the above-mentioned project is described in Appendix A. This document is being issued to provide clarification to the scope of services and detail the minimum information that must be included in the proposal responses. Appendix B contains site layouts of each elementary school indicating possible locations for TK students. The District may opt to expand a Preschool and/or Full Day Kindergarten Program depending on the school site and projected enrollment.

## II. Critical Dates

The following represents tentative dates for the Architectural Procurement/Selection Process

Action	Date
Release of Request for Request for Proposal(s) Posted and Emailed	Wednesday, October 12, 2022
Last Day to Submit Questions for Clarification must be received at or before 4:00 PM	Wednesday, October 31, 2022
Addenda Clarifications Issued by District available at the following: <a href="https://www.meusd.org/index.html">https://www.meusd.org/index.html</a>	Wednesday, November 2, 2022
Deadline for Receipt of Responses must be received at or before 4:00 PM	Wednesday, November 9, 2022
Screening/Evaluation, tentatively via Teams	Tuesday, November 15, 2022
Notify Finalists of Interviews, if needed, tentatively	Monday, November 17, 2022
Interview of Finalists, if needed, tentatively, In-Person	Week of November 28, 2022
Issuance of Letters of Intent	Monday, December 5, 2022
Board Items due to District	Monday, December 5, 2022
Consideration by Governing Board of to authorize the establishment of a pool of Architectural Firms	Tuesday, December 13, 2022
Execute Master Agreement and Commence Work	Wednesday, December 19, 2022

## II. Submittal Format and Content

The Response to this RFP should be clear, concise, complete, and demonstrate Respondent’s qualifications. It should be formatted on 8 1/2” x 11” paper, inclusive of resumes, forms, and pictures and delivered to:

1. **Method of delivery:**
  - i. **Send RFP submittal package via USPS, FedEx, UPS, or other means of delivery with tracking**
  - ii. *Responses sent by Email or Facsimile (FAX) will not be accepted.*

2. **Delivery Address:**

**MOUNTAIN EMPIRE Unified School District  
3291 Buckman Springs Road  
Pine Valley, CA 91962  
ATTN: Business Services  
Gary Hobelman, Assistant Superintendent of Business  
RFP-Architect Services – Reference No. 2223-2002  
No later than 4:00 PM on November 9, 2022**

All proposals shall include the following, in the order listed below:

**A. Cover Letter:**

The cover letter should be brief (two page maximum). Describe how the Scope of Work for the Architectural Services will be accomplished for the District, provide a brief description of the firm's experience with the Scope of Work and include the title and signature of the firm's contact person for this procurement.

**B. Identification of Team Members and Consultants for the Project:**

Identify the firm's key personnel for the projects, their relationship in the organization, their role, a resume of qualifications and related experience in the modernization and new construction of educational facility projects.

**C. Consulting Engineers:**

List the structural, electrical, mechanical, civil, and/or other consultants proposed for this project. Include work history with the respondent firm as well as a resume of qualifications of key personnel including related experience in the modernization and new construction of educational facility projects.

**D. Relevant Projects:**

This section shall contain a description of the Respondent's experience in providing Architectural Services on projects of similar scope and dollar value within the last five (5) years. The respondent may list as few projects as they feel are applicable but should not exceed five relevant projects. For each project, the following minimum information should be included:

- Project name
- Contracting Method (e.g. single prime bid, lease-leaseback, etc.)
- Project Duration Including from Contract Award through Design and anticipated Construction Dates
- Name(s) and telephone number(s) of the owner's representative
- The firm's team members, sub-contractors, and consultants, describing the exact tasks that each firm performed
- Total project cost
- Project relevancy and significant challenges and achievements

**E. Brief Project Approach:**

Each firm is encouraged to provide additional information that is pertinent to the Request for Proposals in regards to their approach to Architectural Services for each project. The District is specifically interested in each firm's approach to working with the District and its stakeholders during the Planning and Preliminary Design Process, the utilization of Building Information Modeling as both a design and visual tool, and the firm's approach to cost control, management, and estimating during the design process.

**F. Fee:**

Provide a fee structure to perform services identified in the Architectural Services Agreement.

Mountain Empire Unified School District TK/PK/FDK - TBD

In addition to any site or coordination meetings required to perform services as described in the Architectural Services Agreement, the Architect shall also be required to attend five (5) Core Group Planning Meetings, five (5) Design Partner Meetings, and (4) Board of Education Meetings.

The payment for said services shall be as described in the Architectural Services Agreement.

**G. Timeline:**

Provide a proposed timeline for the delivery of all Architectural Services, including any key deliverables and/or actions required from the District in order to meet the following projected dates.

Anticipated Design Timeline		
Events/Meetings/Deliverables	Duration	Estimated Completion Date
Project Award	1 Day	
Contract Negotiation/Execution	5 Days	
Planning/Conceptual Phase		
Schematic Phase		
Design Development Phase		
Construction Document Phase		
DSA Submittal		
DSA Review / Approval		
Contractor Procurement		
Construction Duration (Skyline)		

**III. Evaluation Criteria**

A review and selection committee will review and evaluate the proposals received. The Firm(s) will be selected based on qualifications and demonstrated competence as it relates to each specific project. A “best value” method of selection will be utilized for which “best value” may include but is not limited to the following selection criteria:

- Conformance to the RFP Format;
- Fixed compensation amount for the Services;
- Relevant project experience and success;
- Experience of both the firm’s individuals and key consultants;

- Approach to the project and knowledge of elementary school design and construction;
- Ability to meet anticipated timelines and deliverables.

#### **IV. Method of Selection**

The District may, at its discretion, conduct interviews and/or follow-up questions with Firm(s) that are responsive to this RFP. The District may negotiate with the best-qualified consultant for the work at compensation that the District determines is fair and reasonable. If the District and Architect are unable to negotiate a satisfactory contract, the District may elect to terminate negotiation and begin negotiations with the next most qualified.

## Appendix A

### Campus Locations:

#### **Campo ES**

1654 Buckman Springs Rd. Campo 91906 619-478-5583  
Proposing to offer four classrooms for TK students

#### **Clover Flat ES**

39639 Old Hwy 80, Boulevard, CA 91905 619-766-4655  
Proposing to convert existing classrooms to off two classrooms for TK students

#### **Descanso ES**

24842 Viejas Boulevard, Descanso, 91916 619-445-2126  
Proposing to offer two classrooms for TK students as well as a possible reconfiguration of current programs

#### **Potrero ES**

24875 Potrero Valley Rd, Potrero 91963 619-478-5930  
Proposing to offer two classrooms for TK students

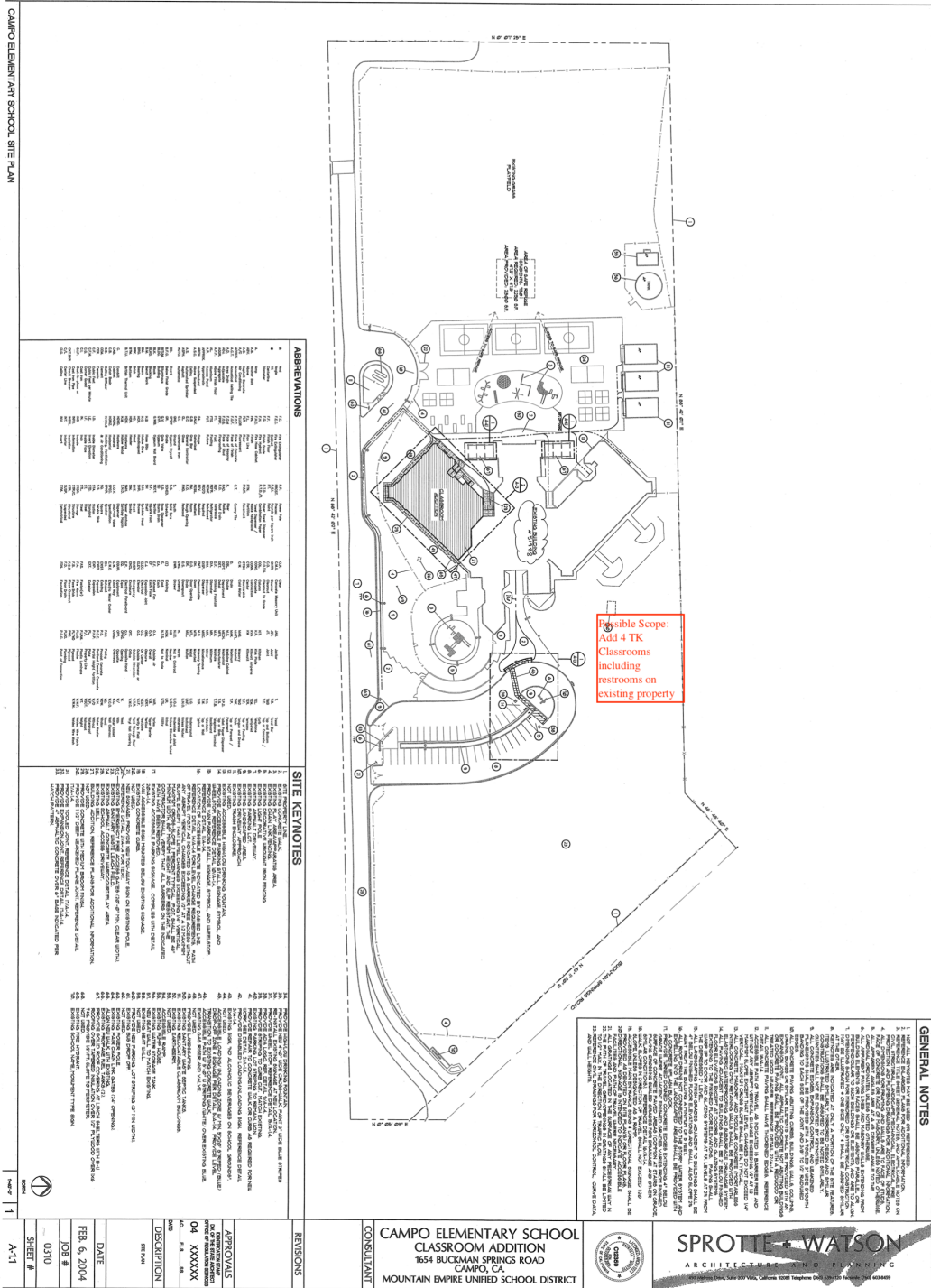
### **Transitional Kindergarten/Preschool/Full Day Kindergarten Project Scope:**

Provide Planning Services for the district's implementation of Transitional Kindergarten/Preschool/Full Day Kindergarten including project estimates. Firms are to work with the District to design programs districtwide at the campuses listed above and assist the district in applying for state funding through the hardship and UTK programs. Due to the condition of the buildings, construction/modernization/reconstruction could be proposed.

As the campuses have multiple functions, the projects may require a comprehensive plan of the campus including, but not limited to, reconfiguration, drainage, utility, and infrastructure modifications/replacement, HVAC, Fire Life Safety, ADA, and all aspects of an educational program for the youngest students.

Campo ES

Appendix B



CAMPO ELEMENTARY SCHOOL, SITE PLAN

**ABBREVIATIONS**

1	Asphalt
2	Concrete
3	Grass
4	Gravel
5	Impervious
6	Permeable
7	Shrub
8	Tree
9	Water
10	Other

**SITE KEYNOTES**

1. ALL DIMENSIONS ARE IN FEET AND INCHES UNLESS OTHERWISE NOTED.
2. THE PROPOSED CLASSROOM ADDITION IS TO BE CONSTRUCTED ON THE EXISTING LOT.
3. THE PROPOSED CLASSROOM ADDITION IS TO BE CONSTRUCTED ON THE EXISTING LOT.
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Possible Scope:  
Add 4 TK  
Classrooms  
including  
restrooms on  
existing property

**GENERAL NOTES**

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL JURISDICTIONS.
2. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
3. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
4. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING LANDSCAPE FEATURES.
5. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING DRIVEWAYS AND WALKWAYS.
6. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING SIDEWALKS AND CURBS.
7. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING FENCES AND BARRIERS.
8. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING SIGNAGE.
9. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING LIGHTING.
10. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING SECURITY SYSTEMS.

**REVISIONS**

NO.	DATE	DESCRIPTION
1	0310	ISSUED FOR PERMITTING

CAMPO ELEMENTARY SCHOOL  
CLASSROOM ADDITION  
1654 BUCKMAN SPRINGS ROAD  
CAMPO, CA  
MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT



**SPROTTE + WATSON**  
ARCHITECTURE + PLANNING  
10000 Wilshire Blvd., Suite 1000, Culver City, CA 90230  
Tel: 310.440.1100 Fax: 310.440.1101





# Descanso ES



ALPHASTUDIO DESIGN GROUP

ALPHASTUDIO DESIGN GROUP  
 28442 VIELAS BLVD  
 DESCANSO, CA 91918  
 760-431-2444  
 www.alphastudio.com

ARCHITECT OF RECORD



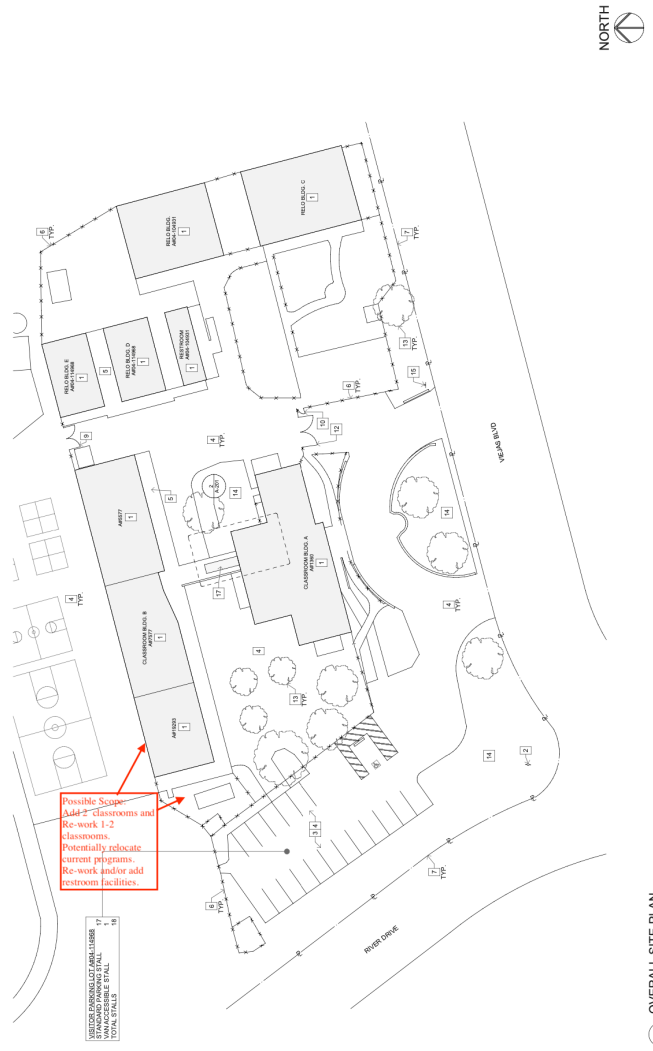
ENGINEER OF RECORD

## NOTES

1. EXISTING DRIVEWAY TO REMAIN. N.C.
2. EXISTING DRIVEWAY TO REMAIN. N.C.
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13. EXISTING DRIVEWAY TO REMAIN. N.C.
14. EXISTING DRIVEWAY TO REMAIN. N.C.
15. EXISTING DRIVEWAY TO REMAIN. N.C.
16. EXISTING DRIVEWAY TO REMAIN. N.C.
17. EXISTING DRIVEWAY TO REMAIN. N.C.

## GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS OF THE STATE OF CALIFORNIA, LATEST EDITION, UNLESS OTHERWISE SPECIFIED.
2. ALL MATERIALS AND METHODS OF CONSTRUCTION SHALL BE APPROVED BY THE ENGINEER OF RECORD.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE AND FEDERAL AGENCIES.




1 OVERALL SITE PLAN

DESCANSO ELEMENTARY SCHOOL  
 28442 VIELAS BLVD  
 DESCANSO, CA 91918  
 PROJECT NO. 21-008  
 MODEL FILE NO. 21-008  
 PLOT DATE  
 SHEET TITLE

OVERALL SITE PLAN

A-101



**WLC Architects**  
SOUTHERN CALIFORNIA  
8143 S. University Avenue, Suite 100  
Culver City, CA 90230  
Tel: 310.559.0700  
Fax: 310.559.0550

POTRERO ES MODULAR CLASSROOMS  
MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT  
POTRERO, CALIFORNIA

DATE: CHECKED: PK  
PROJECT NUMBER: 991019

OVERALL SITE PLAN  
REVISION NUMBER: A1.1

**LOCAL FIRE MARSHAL APPROVAL**

LOCAL FIRE MARSHAL APPROVAL

**GENERAL NOTES**

GENERAL NOTES

**GOVERNING AGENCIES**

GOVERNING AGENCIES

**GOVERNING CODES**

GOVERNING CODES

**PARKING RATIO SUMMARY**

PARKING RATIO SUMMARY

**NEW BUILDING ANALYSIS**

NEW BUILDING ANALYSIS

**FIRE DEPARTMENT NOTES**

FIRE DEPARTMENT NOTES

**ACCESSIBLE PARKING SIGN**

ACCESSIBLE PARKING SIGN

**PROJECT INFORMATION**

PROJECT INFORMATION

**DETECTABLE WARNINGS**

DETECTABLE WARNINGS

**INTL. SYMBOL OF ACCESSIBILITY**

INTL. SYMBOL OF ACCESSIBILITY

**PARKING SIGN**

PARKING SIGN

**DETECTABLE STALL**

DETECTABLE STALL

**ACCESSIBLE STALL**

ACCESSIBLE STALL

**LEGEND**

LEGEND

**SITE PLAN**

SITE PLAN

**EXIG ACCESSIBLE PASSENGER LOADING ZONE**

EXIG ACCESSIBLE PASSENGER LOADING ZONE

**REVISIONS**

REVISIONS