
Peninsula Union School District

909 Vance Avenue
Samoa, CA 95564

REQUEST FOR QUALIFICATIONS

Architectural Design Services

The Peninsula Union School District is seeking a Statement of Qualifications for qualified architectural services firms.

Section 1 - General

1.1 Background Information

The community of Peninsula Union School District has a need to modernize existing school facilities and potentially to construct replacement facilities. The District is seeking to utilize one or more architectural firms to facilitate project designs.

1.2 Project Location

Peninsula Union Elementary School, Humboldt County

1.3 Statements of Qualification (SOQs) Due

Due Date: **Monday, February 24, 2026, 2:00 PM**

Location: ***Electronically only*** addressed to:
Raven Coit, Superintendent/Principal
rcoit@peninsulasd.org

Refer all inquiries concerning this RFQ to:

Raven Coit, Superintendent/Principal
rcoit@peninsulasd.org

1.4 Scope of Services

The District is seeking the services of an architectural firm for modernization of school facilities including evaluation of building conditions and possible demolition and replacement of the building currently housing a pool. In addition, the selected firm will perform such other functions normally within the scope of architectural services.

Section 2 - Response Format

2.1. Letter of Interest and Table of Contents

Provide a cover letter expressing interest of not more than 2 pages and a Table of Contents

2.2. Firm Background and Resources

Provide general information about your firm, as applicable, including:

- a. Number of years in business
- b. Location of office from which work will be performed/dispatched
- c. Team members
- d. Professional credentials, licenses, etc.
- e. Necessary technical equipment
- f. Firm resources
- g. Four examples of relevant experience in the last five (5) years including:
 1. Project name/location
 2. Year completed/current status
 3. Client name (District name) and contact information
 4. Contractor names and contact information
 5. Inspector of Record (IOR) names and contact information
- h. Identify any proposed consultants to be used on the project
- i. Provide a brief overview as to the proposed strategy and approach to working with school sites and district administration
- j. Identify lead time requirements for scheduling of services and milestones
- k. Include any client references and/or letters of recommendation

Section 3 - General Price List

Provide your firm's fee structure for architectural services for new construction and modernization. If there are to be charges for reimbursable expenses, please list all charges to be considered reimbursable. Provide the hourly rates for your team.

Section 4 - Legal Issues

Respond to each of the following questions:

- Is there currently any pending legal action alleging violations of the law in California against the firm or any employee of the firm? If so, please describe such pending action.
- Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.

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- Are there pending legal or disciplinary matters involving such actions against the firm by any State or Federal regulatory agency? If yes, describe. Include information about any criminal indictments or convictions against the firm.

Section 5 - Evaluation Criteria

- a. Qualifications – Firm experience and commensurate project history
- b. Team – Experience and availability of Team
- c. Approach – Approach to provide services in a timely and efficient manner
- d. Fees – Reasonable and competitive fee schedule

Based upon the information presented in the Statements of Qualifications, the Selection Committee will choose the most highly qualified firm(s). The selected Candidate(s) may then be requested to participate in an interview process. After the interviews, the Selection Committee will identify the firm or firms that can provide the greatest overall benefit for the scope of work. The Peninsula Union School District reserves the right to complete the selection process without proceeding to an interview process and may choose to select a firm based on the information supplied in the Statement of Qualifications.

Section 6 - DVBE Guidelines

DVBE guidelines, as established by the Office of Public School Construction, and/or information describing your procedures in seeking DVBE participation if/as relevant to the services provided under this RFQ, shall be part of this Statement of Qualifications.

Section 7 - Limitations

The Peninsula Union Elementary School District reserves the right to redefine or adjust its priorities, and modify the process as it deems necessary, and to select one or more firms to perform services. At its discretion, the Peninsula Union Elementary School District may eliminate any firm or waive any informality in the selection process.

This Request for Qualifications does not commit the Peninsula Union Elementary School District to award a contract or to reimburse the proposer for costs incurred in submitting this qualification. The Peninsula Union Elementary School District reserves the right to reject any or all proposals received as a result of this request, to negotiate with any proposer, to extend the submission deadline, or to amend or cancel in part or in its entirety this qualification.