

RFQ and RFQ/P for 2024

NOW CLOSED Request For Qualifications and Proposals (RFQ/P) #MPCSD-2024-1001
Submission Deadline: Friday, December 20, 2024 at 2:00 p.m

NOTICE IS HEREBY GIVEN that the Menlo Park City School District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide comprehensive program and construction management (PM/CM) services for the District's Measure U Bond Program and projects thereunder.

Respondents to this RFQ/P should mail or deliver five (5) bound copies and one (1) electronic copy on flash drive of their Statement of Qualifications ("SOQ") and Proposal (together, "Submittal"), as further described herein, labeled "Submittal for Program and Construction Management Services" to:

**MENLO PARK CITY SCHOOL DISTRICT
181 Encinal Ave.
Atherton, CA 94027
ATTN: Sandra Franco, Director MOT
RFQ/P# MPCSD-2024-1001**

ALL RESPONSES ARE DUE BY 2:00 p.m. ON Friday, December 20, 2024. Any Submittal received after that date and time will not be accepted and will be returned unopened. **FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.**

Each Submittal must conform and be responsive to the requirements set forth in this RFQ/P. The District reserves the right to waive any informalities or irregularities in received Submittals. Further, the District reserves the right to reject any and all Submittals and to negotiate contract terms with one or more Respondents for one or more of the work items. The 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/P, please email **Sandra Franco, Director MOT**, at measureu@mpcsd.org before 4:00 p.m. on Tuesday, December 10, 2024. Answers will be posted on the district website by 4:00 p.m. on Wednesday, December 11, 2024.

Full RFQ/P for PM CM Services (2 Dec 2024) - printable PDF

Questions re: RFQ/P# MPCSD-2024-1001 (*a total of four questions were received by the deadline*)

Q: Is the district planning to hire a single firm for both program and construction management services? Or will the district hire one program management firm and a pool of multiple construction management firms to service the district?

A: Menlo Park City School District intends to engage a single firm to oversee both program management and construction/project management services.

Q: Will the district consider proposals from firms only interested in providing program management services?

A: Menlo Park City School District will not accept proposals from firms that are solely interested in providing program management services.

Q: Will the district consider proposals from firms only interested in providing construction management services?

A: Menlo Park City School District will not accept proposals from firms that are only interested in providing construction/project management services.

Q: I noticed the RFP for Program and Construction Management services is no longer available on the District's website. Is the District still intending to stick with the schedule referenced in RFQ/P# MPCSD-2024-1001 for Program & Construction Management Services or are you planning to reissue the RFP?

A: The RFP/Q is currently active on our website under the 2024 Bond Program - Measure U and we do not plan to reissue it. For your reference, [here](#) is the link. We are moving forward with the schedule outlined in RFQ/P# MPCSD-2024-1001 for Program & Construction Management Services. The deadline for all submissions is Friday, December 20, 2024, by 2:00 p.m.

RFQ and RFQ/P for 2025

NOW CLOSED Request For Qualifications(RFQ) #MPCSD-2025-1001

Architectural Services

Submission Deadline: Tuesday, March 11, 2025 at 2:00 p.m

Request For Qualifications (RFQ) #MPCSD-2025-1001

Architectural Services

Submission Deadline: Tuesday, March 11, 2025 at 2:00 p.m.

NOTICE IS HEREBY GIVEN that Menlo Park City School District ("District") is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide full architectural planning and designing services for projects under its Measure U Bond Program and other capital improvement projects.

Respondents to this RFQ should mail or deliver five (5) bound copies and one (1) electronic copy on a flash drive of their submittal, labeled "Statement of Qualifications – Architectural Services," as further described herein, to:

Menlo Park City School District
181 Encinal Ave.
Atherton, CA 94027
ATTN: Sandra Franco, Director MOT
RFQ #MPCSD-2025-1001

ALL RESPONSES ARE DUE BY 2:00 p.m. ON March 11, 2025. It is the sole responsibility of the Respondents to ensure that the Proposal is submitted on time to the District. Any submittal received after that date and time will not be accepted and will be returned unopened. FAXED OR EMAILED RESPONSES WILL NOT BE ACCEPTED.

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

We are no longer taking questions. Deadline was February 27, 2025. Please see responses below:

Question 1: Can you clarify the schedule for the projects? Will all projects start immediately and run concurrently? For example, will all campus modernizations have the same construction start date, or will they be staggered?

Response 1: The schedule and phasing have not been finalized or approved yet, but for now, you can assume that all modernization, new construction, and HVAC design phases will begin

soon and run in parallel. The modernization construction may be staggered, but there will likely be some overlap. As of now, we anticipate construction on two sites in years 2/3 and two sites in years 3/4. New construction and modernization at Laurel Lower will likely take place in years 3-5. HVAC construction is expected to begin as soon as the plans are approved, with construction hopefully starting in year 2.

Question 2: May we include resumes for key personnel in an Appendix?

Response 2: Including resumes for key personnel in an Appendix is acceptable.

Question 3: Please confirm blank pages (Such as those on the back side of a page preceding a divider tab) will be excluded from the page count.

Response 3: Blank pages will be excluded from the page count.

[Full RFQ for Architectural Services - printable PDF](#)

[Independent Consultant Agreement for Architectural Services Short Form - printable PDF](#)

[Agreement for Architectural Services Attachment A - printable PDF](#)