

**BAKERSFIELD CITY SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P) # 26-02-10
FOR FACILITIES MASTER PLAN CONSULTANT**

NOTICE IS HEREBY GIVEN that Bakersfield City School District ("District") is requesting facility master planning services from a qualified consultant team to assist the District with the preparation of a comprehensive Facilities Master Plan to guide facilities planning and improvements District-wide, under a future bond measure.

The District seeks a variety of master planning services including: high level current facilities assessment, space planning, enrollment projections, facilities management, meeting facilitation, survey design and analysis, conceptual design, preliminary cost estimating, and cost benefit analysis for options including changes of use, new construction, new site acquisition and remodeling. Consultants should have experience in facilities master planning for California education facilities and in facilitating innovative and collaborative solutions.

Respondents to the RFQ/P should mail or deliver three (3) bound copies and one (1) electronic copy on flash drive of their Submittal, labeled "RFQ/P#26-02-10 Submittal," to:

**BAKERSFIELD CITY SCHOOL DISTRICT
1501 Feliz Drive
Bakersfield, CA 93307
ATTN: Jason Sitton**

ALL RESPONSES ARE DUE BY 2:00 P.M. ON FRIDAY, MARCH 6, 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:

Jason Sitton at sittonj@bcasd.com

Questions must be submitted in writing on or by:

2:00 P.M. ON Friday, February 20, 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.

I. RFQ/P RESPONSE SCHEDULE

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

DATE/TIME	EVENT
February 10, 2026	Release and Advertisement of RFQ/P.
February 20, 2026 at 2:00 P.M.	Deadline to receive written questions from Respondents.
February 27, 2026	Deadline for District to issue Addenda to answer questions / clarifications.
March 6, 2026 at 2:00 P.M.	Deadline for all Submittals in response to RFQ/P.
Week of March 9, 2026	Interview notifications of short list Respondents, if any.
March 18, 2026	Interviews, if any, of short list Respondents.
Following April 28, 2026 Board Meeting	Notice to selected Respondent for Facilities Master Plan Consultant

II. BACKGROUND

The Bakersfield City School District is located in Kern County, a community historically known for its rich oil and fertile agricultural lands. A primarily rural county with large areas of undeveloped land, but also a growing urbanized area surrounded by smaller communities. The District is the largest elementary school district in Kern County, serving upwards of 28,000 students in 44 elementary and middle/junior high schools.

The District is seeking submittals in response to this Request for Qualifications and Proposal ("RFQ/P") from experienced entities to provide facility master planning services, including preparation of a comprehensive Facilities Master Plan to guide facilities planning and improvement District-wide, including the District office. This RFQ/P defines the services sought, and generally outlines the requirements.

A. LIMITATIONS

The District reserves the right to contract with any entity responding to this RFQ/P. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing a response to this RFQ/P. The awarding of a contract, if at all, is at the sole discretion of the District.

The District reserves the right to reject any or all submittals, to waive any irregularities or informalities not affected by law, to evaluate each submittal submitted, and to award

contracts, if any, according to the submittal which best serves the interest of the District at a reasonable cost to the District.

The Respondent's submittal package, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

B. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit a response to this RFQ/P and will not be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status in any consideration leading to the award of the contract.

C. 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 responding 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(s) with any member of the District's Governing Board ("Board"), selection committee members, or any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the entity submitting a Submittal.

II. SCOPE OF SERVICES

A. SUMMARY OF SCOPE OF SERVICES.

The Scope of Services includes a variety of master planning services, such as: high level current facilities assessment, space planning, enrollment projections, facilities management, meeting facilitation, survey design and analysis, conceptual design, preliminary cost estimating, and cost benefit analysis for options including changes of use, new construction, new site acquisition, and remodeling. Provision of the Services will also require meeting, as needed, with District Facilities staff, neighborhood organizations, and upper level District administrators for programming guidance. Facilities Master Plan shall align with Proposition 2 Master Plan requirements.

B. FIRM/CONSULTANT QUALIFICATIONS

The ideal consultant team will have the following characteristics:

- Have successful experience providing facilities master planning services for California transitional kindergarten, elementary, middle, and junior high school districts.

- Provide staff with adequate experience and resources to ensure high quality of the facilities master planning services provided.
- Have reasonable proximity to the City of Bakersfield in order to provide: (1) team working/review sessions; (2) ease of team coordination meetings; (3) minimal cost to attend District meetings; and (4) quick response to issues.
- Work collaboratively with District and District's Authorized Representative(s).
- Be flexible in nature, with positive, can-do attitudes. Be solution-oriented.
- Be organized, effective and efficient. Exercise professional prioritization skills. Utilizes current web based software and technology.
- Be proactive. Be prepared, working in advance of deadlines.
- Be mindful and tenacious about budgets and schedules. Make decisions that support District goals and objectives.
- Communicate potential issues early and often. Provide thoughtful recommendations where applicable.

C. SUMMARY OF RESPONSIBILITIES OF CONSULTANT TEAM

The selected consultant team shall provide full facilities master planning services, meeting budgets and schedules. The consultant team shall carry out the responsibilities briefly delineated in the scope of services described above, and on the form of Agreement. Such services shall be performed consistent with the highest standard of care for professionals performing similar scopes of services.

III. REQUIREMENTS FOR SUBMITTAL OF PROPOSAL

A. FORMAT REQUIREMENTS

Firms submitting Submittals in response to this RFQ/P must follow the format below. Material must be in 8-1/2 x 11 inch format, font size 12 point or larger, not to exceed 50 pages. Each Submittal shall include a Front Cover stating the following: "RFQ/P # ____ Submittal for **[FIRM NAME]** in Response to Bakersfield City School District's RFQ/P for Facilities Master Planning Services."

Each Submittal shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. the first tab would be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.) Total submittal length shall not exceed 50 pages including resumes and samples of work.

Provide Three (3) bound copies and One (1) electronic copy of the Statement of Qualifications and Proposal.

- Any pages with proprietary information removed.
- A cover sheet listing the firm's name, the total number of pages, and identifying any pages that were removed due to proprietary information.

The electronic copy will only be accepted via flash drive in the following programs:
Microsoft Office Suite or Adobe Acrobat Reader - PDF

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

B. SUBMITTAL CONTENT REQUIREMENTS

1. TAB 1 - COVER LETTER (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the firm. If the firm is a joint venture, duplicate the signature block and have a principal or officer also 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.
- Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process.
- A copy of District's form of Agreement is attached to this RFQ/P as Attachment A. To the extent Respondent has any objections to the form agreement, Respondent must state the objection, and must provide a reasonable description of its requested change in response to the objection. The District will not entertain unidentified objections or vaguely described objections during any contract negotiation. Objections may be attached as an Appendix to Respondent's response and will not count toward the page limit.
- Respondent must include one (1) of the following statements:
"[INSERT FIRM NAME] received a copy of the District's form of Agreement for Architectural Services Agreement ("Agreement") attached as Attachment A to the RFQ/P. [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/P. [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, listed as follows or as contained in the appendix to 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. TAB 2 – BUSINESS INFORMATION

Please provide the following information:

- Firm/Company name.
- Address.
- Telephone.
- Fax.
- Website.
- Name and email of main contact.
- Federal Tax I.D. Number.
- License or Registration Number.
- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). 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.
- Certificate(s) of Insurance identifying the firm's current insurance coverage.
- A brief description and history of the firm, including number of years the firm has been in business and date firm was established under its given name.
- Number of employees (licensed professionals, technical support.)
- Office location where the bulk of services solicited will be performed.
- Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.

3. TAB 3 – PROJECT APPROACH AND FIRM QUALIFICATIONS

- Provide a statement demonstrating your firm’s or team’s ability to accomplish the Scope of Services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District’s goals.
- A brief written summary of the firm’s philosophy related to the planning of and provision of services regarding facilities master planning.
- Describe your firm’s approach to designing 21st century learning facilities including the use of data and media in the classroom.
- Describe your firm’s approach to cost estimating. Include at least two (2) examples of facility master plans.
- Describe your firm’s approach to quality control/assurance procedures, including coordination of design disciplines.
- Describe your firm’s approach to DSA permitting and DSA final certification.
- Describe the approach to compliance with Program requirements and conformance with Federal/State/Local applicable code requirements. If applicable describe your firm’s specific experience with the following agencies:
 - City of Bakersfield Planning Department
 - Kern County Public Works
- Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED and CHPS in the context of similar facilities.
- How does your firm approach modernization projects versus new construction projects?
- Demonstrate your firm’s flexibility in adapting to the changing needs and priorities of a TK-middle school / junior high school district.
- Describe your experience working with DSA and working within the DSA processes.
- Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.
- How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.
- How sub-consultants will be utilized on the Project(s) and to what extent work will be performed in-house.
- Provide similar information for proposed sub-consultants.

4. TAB 4 – RELEVANT EXPERIENCE AND REFERENCES

Provide information about prior facilities master plans prepared by your firm in the last ten (10) years for a **minimum** of five (5) California TK-8 or TK-12 public school districts. Identify **the last five** (5) TK-8 or TK-12 public school districts for which your firm has provided facilities master planning services.

5. TAB 5 –TEAM SUMMARY AND QUALIFICATIONS

The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for the provision of facilities master planning services as described herein.

- Identify and provide resumes for key members within your firm that you would assign to the team and their roles. List license numbers, dates, and office addresses. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers.
- Identify roles and qualifications of sub-consultants, if any.
- Each Submittal must include evidence that the firm is legally permitted and properly licensed for the scope of work for which the Submittal is submitted and to conduct business in the State of California.
- 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. TAB 6 – LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. A Submittal failing to provide the requested information on lawsuits or 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. TAB 7 – FEES

The District requires each respondent to provide a fee schedule for the types of services that you offer. For example:

- Fee ranges for development of Educational Specifications and Facilities Master Plan.
- Provide detailed information on your hourly billing rates by position for additional services.

- Include within the fee proposal the identification of proposed reimbursables by category (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, other as identified by proposing entity). Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. All reimbursables will require receipts to be provided to the District.

IV. SELECTION CRITERIA

A. EVALUATION

The Submittal will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFQ/P, including, without limitation:

- The firm’s experience and performance history with similar services for California TK-8 or TK-12 school districts.
- Ability to assist with preparing and/or modifying Education Specifications as required by the State agencies and the District.
- Experience in planning and designing public school renovation and repair projects.
- Knowledge of CHPS criteria and best practices.
- Knowledge of state laws and regulations, the American with Disabilities Act, and other governmental requirements for TK-8 or TK-12 school districts.
- Experience in media and data communication systems used in schools.
- Experience, results, professional and technical expertise of proposed personnel.
- Acceptable and verifiable references from clients contacted by the District, including:
 - Firm’s reputation;
 - Satisfaction of previous clients (client relationships);
 - Timeliness of work and ability of the firm to meet schedules; and
 - Accuracy of cost estimates.
- Overall responsiveness of the Submittal.
- Location of office and accessibility to the District.
- Proposed fee schedule.

A Selection Committee will evaluate all submissions. Each Submittal must be complete. Incomplete Submittals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether respondents are responsive, responsible, and qualified. Based upon the information presented in the Submittals, the District’s Selection Committee will choose the most highly qualified firms to be interviewed and then potentially selected.

B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the Submittal. The District may request a firm to submit additional

information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

WE THANK YOU FOR YOUR INTEREST!

ATTACHMENT A
Form of Agreement

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

**RFQ/P #26-02-10 - Facilities Master Plan Consultant
Att. B**

Bakersfield City School District
DWK 4505196v1