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February 13, 2026

To: Interested Architectural / Consultant Firms

Re: Request for Qualifications and Proposals (RFQ # 26-02-10)

RFQ / Proposal Due Date **Friday, March 06, 2026 by 2:00PM**

ADDENDUM 01

1. **Agreement For Facilities Master Planning Services - EXHIBIT "A" – Responsibilities and Services of Consultant.**

- **Attachment - EXHIBIT "A" - Responsibilities and Services of Consultant.**

End of Addendum 01

Sincerely,

**Jason Sitton
Director I – Maintenance, Operations & Facilities
Bakersfield City School District**

EXHIBIT A

RESPONSIBILITIES AND SERVICES OF CONSULTANT

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EXHIBIT A

RESPONSIBILITIES AND SERVICES OF CONSULTANT

Consultant shall provide all professional services necessary for completing the following:

A. SCOPE OF SERVICES

Preparation of a comprehensive facilities master planning services to guide facilities planning and improvements District-wide. Specifically, the Agreement contemplates Consultant's Services to include 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. Facilities Master Plan shall align with Proposition 2 Master Plan requirements.

B. BASIC SERVICES

Consultant agrees to provide the Services described below:

1. Campus Physical Analysis

Facilities Building Systems and Infrastructure Condition Assessments Review, Analysis and Recommendations:

- a. The master planning effort must be grounded in accurate and complete building systems and infrastructure condition assessment information. The firm will examine current campus reports, as well as infrastructure, both above and below ground, technology, accessibility, way-finding, and condition of current facilities. Based on those studies and any required additional studies, the firm will develop complete existing infrastructure/systems analysis and a development plan that takes into account replacement, upgrade and expansion plans that will be required over the next 10 years to meet the facilities master planning outcomes at each of the District sites.
- b. Complete the following assessments for each site where required and provide a written narrative and budgetary cost data of:
 - i. Structural systems assessment;
 - ii. Mechanical and controls system assessment;
 - iii. Campus electrical and gas infrastructure and building systems assessment;
 - iv. Plumbing and wastewater systems assessment;
 - v. Water systems;
 - vi. Lighting;

- vii. Technology including A/V and IT wiring/infrastructure assessments, including all voice/data, Wifi and other emerging technologies;
 - viii. Roof assessments;
 - ix. Campus accessibility;
 - x. Security systems
- c. Identify areas or systems that may result in operational cost savings, with an emphasis on those areas that may lead to a short-term return on investment. This is to be completed within the total cost of ownership framework. Coordinate this work with the District on such opportunities as energy efficiency, renewable energy, etc. that ultimately reduce the District's operating costs, GHG emission, carbon footprint and set a plan in motion towards carbon neutrality and State mandates.
 - d. Provide recommendations on campus building MEP systems. Complete campus energy and water analysis in order to provide recommendations on building systems that will inform campus level energy strategies as a path to Zero Net Energy.
 - e. Provide budget-level pricing required to mitigate issues identified in the assessment report including building replacement or modernization costs, and infrastructure repair and replacement costs. Include these costs as part of the overall facilities master planning prioritization list of future capital projects
 - f. Coordinate the work with the District's Five-Year Capital Outlay Plan and state funded projects, and assist in the development of a long term replacement plan for buildings and/or equipment, based on their remaining useful life and campus sustainability strategies.

2. External and Internal Trends Analysis, Enrollment Projections, Space Utilization and Program Analysis:

- a. The scope of work will include developing a facilities master plan that ties to each site and respective Strategic/Educational Master Plan. The educational plan information and growth capacity information from the updated Educational Master Plans, where applicable, will be used to determine the type and amount of building space that would be needed as each site matures to final build-out. The information will translate into space requirements, land use, adjacencies, capacity/massing, circulation, infrastructure, and utility requirements.
- b. The scope of work includes a review of the District's Strategic Plan, District's Educational and Strategic Education Plans as well as previous Facilities Master Plans in order to confirm that the documentation is adequate to form the basis for the Facilities Master Plan;
 - i. Provide specific linkages, where necessary, between Educational/Strategic Plans to Facilities Master Plan. Such linkage can be represented in both quantitative and qualitative data analysis to support educational and facilities master planning. It is vital that

- proper analysis and linkages are articulated in the master planning process;
- ii. Provide analysis that reflects trends in the Kern County demographic data provided by the District's Educational Services Department;
 - iii. Reflects space utilization rates provided by the District with growth in areas identified in the data;
 - iv. Ties to the remaining and future capital projects list, considers unfinished projects in the District's bond program(s), considers replacement and modernization of projects of highest need based on the building assessments, and reflects projected growth and program trends.

3. Develop a long-range Master Plan that represents a ten-year planning horizon and is reflective of the needs of each site, including:

- a. Identify buildings for replacement, modernization, demolition (including consideration of the total cost of ownership) and identify potential swing space;
- b. Identify sites for new construction;
- c. Identify potential new property acquisitions, if appropriate;
- d. Create building programs that are coordinated with the District's Five-Year Capital Outlay Plan future state funded projects;
- e. Develop strategies for viable outdoor learning spaces, quads and courtyards, student gathering spaces, landscape plans, clarify and strengthen circulation patterns within each campus and suggest ideas to improve traffic safety as well as promote bicycle use and parking.
- f. Develop a site analysis that will include massing analysis and future expansion. The firm will examine campus physical attributes and constraints, surrounding context, existing and potential future program needs. As part of the capacity/massing study, potential building sites would be identified and would show utility service connections and identify potential site issues. The study will provide total site capacity information for potential development.
- g. Develop a comprehensive sequencing plan for identified projects, including but not limited to modernization and construction of infrastructure, modernization, new structures, energy efficiency projects, maintenance projects, parking and circulation improvements and swing space.
- h. Provide and coordinate site signage and wayfinding for pedestrian, bicycle and vehicular traffic on campus taking into consideration ADA requirements;
- i. Incorporate recommendations related to campus infrastructure and building systems build out or replacement into the overall master plan and provide appropriate sequencing as related to new and renovation capital projects.

- j. Develop several key design guidelines part of current and future campus development, focused on major elements that influence the overall project design:
 - i. Site and landscape challenges and opportunities, guidelines for future site development
 - ii. Architectural style guide
 - iii. Sustainability guidelines: The firm will aid the District in developing sustainability standards and/or principals that will be implemented within the updated Facilities Master Plan and each individual project. Include best practices (such as ZNE design, electrification, zero carbon or other environmental practices) and a review and coordination with the District's existing sustainability goals and initiatives.
 - iv. MEP campus standards that will balance project capital costs with long term operational costs; provide guidelines so that MEP systems can be designed, built, operated and maintained so as to minimize total cost of ownership at a site.

4. District Standards. Consultant shall incorporate into its work and the work of all Consultants the adopted District standards for facilities and construction.

5. Mandatory Assistance. If a third-party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District's request, the Consultant, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Consultant's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

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C. DEVELOPMENT OF FACILITIES MASTER PLAN SERVICES

1. Initiation

Upon final execution of the Agreement with the District, Consultant shall:

- a. Within the first week following execution of the Agreement, review the proposed Schedule of Services set forth in **Exhibit C** to the Agreement and prepare a detailed scope of work list and work plan for documentation in a computer-generated schedule to the District's satisfaction. This scope of work list and work plan will identify specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating as well as master plan level opinion of cost that are part of the Services. Consultant shall also identify milestone activities or dates, specific task responsibilities, required completion times necessary for review and approval by the District and by all regulatory agencies and additional definition of deliverables.
- b. Review the developed work plan with the District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

2. Development of Facilities Master Plan

Consultant shall prepare for the District's review the Facilities Master Plan as follows:

- a. Perform pre-design investigations to establish appropriate guidelines around which and within which the Updated Facilities Master Plan is to be designed. Identify design issues relating to functional needs, directives and constraints imposed by regulatory codes. Review all data pertinent to the Services including survey, site maps, geotechnical reports and recommendations, soil testing results reports, and pertinent historical data, and other relevant information provided by District.
- b. Consultant shall perform a master plan level assessment of the project site(s) and all District facilities and identify any deficiencies in existing buildings, program and service areas, utility systems and infrastructure, telecommunications and health and safety conditions. Consultant shall identify and address needs for additional or renovated facilities to accomplish the District's educational initiatives.
- c. Identify and address needs for additional or renovated facilities to accomplish the District's educational initiatives, which shall include, but not limited to, the following:
 - i. **Demographic and Enrollment Projections.** A study of the District's enrollment projections for the current attendance areas for three (3), five (5), and ten (10) year periods, and shall review these findings and recommend site sizes to accommodate these projections.

- ii. **Capacity and Utilization Study and Determination of Eligibility for State Funding.** A site capacity study, including a full facilities inventory along with established State and local loading standards. Recommendations regarding maximum site sizes, possible additions or new sites. An Office of Public School Construction Eligibility Determination for growth and modernization programs, and assist the District with determining eligibility for State facilities funding.
 - iii. **Facilities Equity Study.** A facilities equity study, analyzing and comparing teaching and support spaces between the sites. These findings will be compared with the final Educational Specifications to determine the need for changes or additions in facilities and spaces necessary to accommodate the instructional program.
- d. Review DSA codes pertaining to the proposed Updated Facilities Master Plan.
 - e. Identify issues relating to functional needs, directives and constraints imposed by applicable regulatory codes.
 - f. Based on survey and topography data provided by the District, input into computer and develop existing master plan level conditions base.
 - g. Administer Services as required to coordinate work with the District and among Consultants.
 - h. Develop District standards for facilities and construction, including but not limited to designation of any material, product, thing or service by specific brand or trade name pursuant to Public Contract Code section 3400, subdivision (c).

3. Development of Updated Facilities Master Plan – Contents

The Updated Facilities Master Plan shall include the following contents:

- a. Clarify, conform or adjust the District’s goals, objective and priorities as they relate to existing physical resources.
- b. Incorporate findings from Consultant’s demographics and enrollment projections, the capacity and utilization study, and facilities equity study to define the physical resources required to sustain and/or to advance the District’s mission, goals, objectives, a priorities.
- c. Describe and dimension the physical improvements in general terms to have a reasonable sense of purpose, size, and probable cost.
- d. Include individual site Facilities Master Plans, including recommendations for energy savings, incorporate deferred maintenance needs into each site.
- e. Express the physical requirements in a sequence that reflects the District’s priorities and the realities of financing and phasing.

- f. Determine and coordinate the location of existing and future improvements in order to achieve a functional, attractive, and comprehensive design.
- g. Consider a 10-year timeline and have a well-conceived physical framework for making the day-to-day decisions and a framework flexible enough to accommodate changing circumstances and conditions not foreseeable when the plan was formulated.
- h. Document, for those outside the District (auditors, donors, foundations, state and local agencies, corporations, friends, etc.), that the District's physical resources are well managed, and shall identify eligibility for state funding.
- i. Include a phasing plan and approximate capital cost for implementing the plan concept. The phasing plan shall prioritize the District's short-term and long-term needs, exploring community and joint use needs.
- j. Include specific research and recommendations on existing facility condition, space utilization, renovation, construction and replacement, vehicular traffic and parking, pedestrian circulation and access, landscaping, lighting, wayfinding signage, utility infrastructure, regulatory implications and other issues that emerge during the planning process.
- k. Include the goals of the planning process and explain how they support the vision and mission of the District.
- l. Structure so that it provides for the flexible and cost-effective implementation of its recommendations, accommodating changes in need, priority, and resources over time and include estimates of the cost and timing of its recommendations.

4. Cost Estimates

- a. Consultant shall have responsibility to develop, review, and reconcile the cost estimates for the Facilities Master Plan program, which shall include all costs associated with the recommended facilities additions and improvements as approved by the District. The following conditions apply to the cost estimates prepared by the Consultant:
 - i. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be approved by the District and its representatives.
 - ii. Format shall be in a building systems format (e.g., foundations, substructure, structural system, exterior wall enclosure, window systems, etc.) for new buildings, and summarized by the Construction Specification Institute ("CSI") categories for buildings being modernized.

- iii. Contingencies for design, bidding, and construction are to be included as individual line items, with the percentage and base of calculation clearly identified.
 - iv. Consultant shall include all information and estimates from the District and/or the Construction Manager that are intended to be part of the cost estimate.
 - v. One week prior to submittal of documents, Consultant shall submit its proposed cost estimates to the District for review and approval. At that time, Consultant shall coordinate with the District to further develop, review, and reconcile the cost estimates.
 - vi. All consultant(s) shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the cost estimates.
- b. The accuracy of the cost estimates shall be the responsibility of the Consultant.

5. Presentation

Consultant, along with any involved consultant(s), shall present and review with the District, at community presentations, and, if directed, with the District's Governing Board, the detailed facilities master plan.

6. Deliverables and Numbers of Copies

- a. Consultant shall provide to the District:
- (i) Ten (10) hard copies of the Facilities Master Plan, together with one (1) copy in electronic PDF format;
 - (ii) One electronic copy of the Master Plan Fly Through Videos; and
 - (iii) Hard copies and an electronic copy, in PDF format, on disc of the Educational Specifications.

7. Meetings

During the development of the Facilities Master Plan, Consultant shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below in Section D.

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D. MEETINGS / SITE VISITS / WORKSHOPS

1. Consultant shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below. Consultant shall chair, conduct and take minutes of all coordination meetings with its Consultant(s) during the entire design phase. Consultant shall invite the District and/or its representative to participate in these meetings. Consultant shall keep a separate log to document design/coordination comments generated in these meetings.

2. General Meeting, Site Visit, and Workshop Requirements

- a. Consultant shall always be prepared to answer questions and issues from District staff, site staff, as applicable.
- b. Consultant shall maintain a log of all meetings, site visits or site observations, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the District and/or its representative.
- c. As required, Consultant shall provide at no additional cost to the District copies of all documents or other information needed for each meeting, site visit, and workshop.
- d. Each meeting may last up to a full day (eight (8) hours) and shall be held at the District office or at the project site(s), unless otherwise indicated.

3. Meetings During Initiation Phase

- a. Within the first week following execution of the Agreement, Consultant shall participate in one (1) kick-off meeting to determine the intent, scope, budget and timetable, which shall encompass the following:
 - (i) Consultant, its appropriate consultant(s), and District staff, shall attend the meeting.
 - (ii) The kick-off meeting will introduce key team members from the District and the Consultant to each other, defining roles and responsibilities.
 - (iii) During this meeting, Consultant shall:
 - (A) Identify and review pertinent information and/or documentation necessary from the District for the completion of the Services.
 - (B) Review and explain the overall goals, general approach, tasks, work plan and procedures and deliverable products of the Services.
 - (C) Review and explain the scope of work and work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
 - (D) Review documentation of the kick-off meeting prepared by the District's representative and comment prior to distribution.

4. Initial Site Visits

- a. Consultant shall visit the project site(s) to complete a visual inventory and documentation of the existing conditions.

5. Meetings During Development of Facilities Master Plan

- a. Consultant shall participate in one (1) public community information site meeting to receive input from the community regarding its wishes and expectations regarding the Facilities Master Plan.
- b. Consultant shall conduct one (1) site visit/meeting with the District's facilities team to gather information from District facilities team and site personnel and to make a visual presentation regarding the updated facilities master plan.
- c. Electrical, civil, mechanical, structural, landscaping, and estimating consultant(s) shall participate in these meetings as appropriate and shall provide input and feedback into the development of the Updated Facilities Master Plan.
- d. Consultant shall participate in up to eight (8) Master-Plan steering committee meetings.

6. Governing Board Meetings

Consultant acknowledges that the District's Governing Board must approve all designs. Consultant shall, at the District's direction, attend District Governing Board meeting(s) and present the Consultant's Updated Facilities Master Plan to the District's Governing Board for review and approval.

[END OF EXHIBIT]