

**ALBANY UNIFIED SCHOOL DISTRICT  
INDEPENDENT CONTRACTOR SERVICES AGREEMENT**

This agreement is hereby entered into this **14th day of November, 2023**, in the County of Alameda, State of California, by and between the Albany Unified School District, hereinafter referred to as "DISTRICT," and Loving Campos Associates Architects, Inc.

CONTRACTOR

590 Ygnacio Valley Road #310

MAILING ADDRESS

Walnut Creek	California	94596
CITY	STATE	ZIP

hereinafter referred to as "CONTRACTOR." DISTRICT and CONTRACTOR shall be collectively referred to as the Parties.

1. Contractor Services. Contractor agrees to provide the following services to District (collectively, the "Services"): Facilities Master Plan Update Services per attached Proposal dated November 3, 2023 and the District's Request for Proposals dated October 13, 2023 which are hereby made apart of this agreement.
  
2. Contractor Qualifications. Contractor represents and warrants to District that Contractor and all of Contractor's employees, agents or volunteers (the "Contracted Parties") have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other legal qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement. If any of the Services are performed by any of Contractor's Parties, such work shall only be performed by competent personnel under the supervision of and in the employment of Contractor.
  
3. Term. CONTRACTOR shall:  
 Provide services under this AGREEMENT on the following specific dates \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and complete performance no later than \_\_\_\_\_;  
OR  
 Commence providing services under this AGREEMENT on:  
November 15, 2023 and be completed by March 31, 2024

There shall be no extension of the Term of this Agreement without the express written consent from all parties. Written notice by the District Superintendent or designee shall be sufficient to stop further performance of the Services by Contractor or the Contracted Parties. In the event of early termination, Contractor shall be paid for satisfactory work performed to the date of termination. Upon payment by District, District shall be under no

further obligation to Contractor, monetarily or otherwise, and District may proceed with the work in any manner District deems proper.

4. Termination. Either party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other party; however the parties may agree in writing to a shorter time period for the effectiveness of such termination. Notwithstanding the foregoing, District may terminate this Agreement at any time by giving written notice to Contractor if Contractor materially violates any of the terms of this Agreement, any act or omission by Contractor or the Contracted Parties exposes District to potential liability or may cause an increase in District's insurance premiums, Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Such termination shall be effective immediately upon Contractor's receipt of said notice.
  
5. Compensation. DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed **Forty-Five Thousand Dollars (\$45,000)**. DISTRICT shall pay CONTRACTOR according to the following terms and conditions:
  - a. Such compensation shall be based on:
    - An hourly rate of \_\_\_\_\_ for a total amount of \_\_\_\_\_ hours.
    - A daily rate of \$ \_\_\_\_\_ for a total amount of \_\_\_\_\_ days.
    - Total amount of \$45,000.
  
  - b. Payment method shall be:
    - Upon Completion**
    - Date of Service
    - Other (Specify): Monthly Payments based on Percent Complete.**

Any work performed by Contractor in excess of said amount shall not be compensated.

Invoices shall be sent to Juan Barroso([jbarroso@dcaia.com](mailto:jbarroso@dcaia.com)) via email for review. Upon approval, the invoice will be sent to DISTRICT for processing of payment.

6. Equipment and Materials. Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, "Equipment") which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor or the Contracted Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contracted Parties by District. Furthermore, any Equipment or workmanship that does not conform to the regulations of this Agreement may be rejected

by District and in such case must be promptly remedied or replaced by Contractor at no additional cost to District and subject to District's reasonable satisfaction.

7. California Residency. Contractor and the Contracted Parties shall be residents of the State of California.
8. Indemnity. Contractor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Education, members of the Board of Education (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from the performance of this Agreement, including but not limited to Contractor's or the Contracted Parties' use of the site; Contractor's or the Contracted Parties' performance of the Services; Contractor's or the Contracted Parties' breach of any of the representations or warranties contained in this Agreement; injury to or death of persons or damage to property or delay or damage to District or the District Parties; or for any act, error, omission, negligence, or willful misconduct of Contractor, the Contracted Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.
9. Insurance. Without in any way limiting Contractor's liability or indemnification obligations set forth in Paragraph 8 above, District reserves the right to require contractor to procure and maintain throughout the Term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits not less than \$1,000,000.00 each occurrence and \$1,000,000.00 in the aggregate; (ii) commercial automobile liability insurance with limits not less than \$100,000.00 each occurrence and \$100,000.00 in the aggregate; if applicable; and neither Contractor nor any of the Contracted Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insured. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to District. If any of the required insurance is not reinstated, District may, at its sole option, terminate this Agreement. All of the policies shall also include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties.
10. Independent Contractor Status. Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that s/he and the Contracted Parties shall not be considered officers, employees, agents, partners, or joint ventures of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.
11. Taxes. All payments made by District to Contractor pursuant to this Agreement shall be

reported to the applicable federal and state taxing authorities as required. District will not withhold any money from compensation payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor and the Contracted Parties and otherwise in connection with this Agreement.

12. Fingerprinting/Criminal Background Investigation Certification. Contractor and the Contracted Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code (“Education Code”) section 45125.1. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

Contractor and the Contracted Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

The following Contracted Parties have **more than limited contact** (as determined by District) with District students during the Term of this Agreement:

\_\_\_\_\_  
[Attach and sign additional pages, as needed.]

All of the Contracted Parties noted above, at no cost to District, have completed background checks and have been fingerprinted under procedures established by the California Department of Justice and the Federal Bureau of Investigation, and the results of those background checks and fingerprints reveal that none of these Contracted Parties have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above, Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting and background check requirements have been satisfied and District determines whether any such contact is permissible.

13. Tuberculosis Certification. Contractor and the Contracted Parties shall at all times comply with the tuberculosis (“TB”) certification requirements of Education Code section 49406. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

Contracted Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

The following Contracted Parties shall have **more than limited contact** (as

determined by District) with District students during the Term of this Agreement and, at no cost to District, have received a TB test in full compliance with the requirements of Education Code section 49406:

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Contractor shall maintain on file the certificates showing that the Contracted Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any such contact is permissible.

14. Confidential Information. Contractor shall maintain the confidentiality of and protect from unauthorized disclosure any and all individual student information received from the District, including but not limited to student names and other identifying information. Contractor shall not use such student information for any purpose other than carrying out the obligations under this agreement. Upon termination of this Agreement, Contractor shall turn over to District all educational records related to the services provided to any District student pursuant to this Agreement.
15. Assignment. Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District.
16. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon Contractor and District and their respective successors and assigns.
17. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
18. Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.
19. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California and venue shall be in the appropriate court in Alameda County, California.
20. Non-Discrimination. PROVIDER shall not discriminate on the basis of a person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in employment or operation of its programs.

21. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to Contractor at the address located next to the party signatures below, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.
22. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.
23. Attorney Fees. If any legal action is taken to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and other reasonable costs and expenses incurred in connection with that legal action.
24. Liability of District. Notwithstanding anything stated herein to the contrary, District shall not be liable for any special, consequential, indirect or incident damages, including but not limited to lost profits in connection with this Agreement.
25. Entire Agreement. This Agreement is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.
26. Subject To Approval of Board. This Agreement confers no legal or equitable rights until it is approved by the District Board of Education at a lawfully conducted public meeting.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**DISTRICT:**

**ALBANY UNIFIED SCHOOL DISTRICT**

By:  
Name: Jackie Kim  
Title: Chief Business Official

**CONTRACTOR:**

**Loving Campos Associates Architects, Inc.**

Tax Identification Number: 942784453  
(confidential)

By:  
Name: David Bogstad  
Title: President of LCA Architects, Inc.

Address for District Notices:

Albany Unified School District  
1216 Solano Avenue  
Albany, CA 94706

Address for Contractor Notices:

LCA Architects, Inc.  
590 Ygnacio Valley Road #310  
Walnut Creek, CA 94596

Date of Board Approval: November 15, 2023

# Albany Unified School District



rfp

Facilities Master Plan  
Update  
November 3, 2023





COVER LETTER



November 3, 2023

Mr. Scot Jaffe  
Director of Maintenance and Operations  
**Albany Unified School District**  
1200 Solano Ave  
Albany, CA 94706

Dear Mr. Jaffe and Members of the Architectural Selection Committee,

Future funding for Albany USD's Facilities Master Plan projects, as well as potential eligibility for OPSC/SAB funding and grant applications for state and federal programs, requires professional consultants knowledgeable with current requirements and with the ability to assist Albany USD in developing strategies to maximize its facilities development program. LCA has worked with numerous SF Bay area school districts doing exactly that and can be of benefit to AUSD as you establish priorities and implementation plans.

LCA Architects' value is expressed in summary relevant to your selection criteria:

- 1. Responsiveness of RFP:** We've provided all information requested in the order and format stipulated.
- 2. Qualifications and Experience** We've detailed experience with K-12 school facilities master planning. This team excels in stakeholder collaboration, regulatory requirements, and efficient strategies for execution of campus projects. Staff proposed for these projects are public K-12 experts, dedicated through design, state approvals and construction with accountability for schedule and budget. LCA collaborates with a stable of experienced consultants who have worked with us for many years.
- 3. Services Methodology and Philosophy:** We've outlined an expedited Master Planing Update process that accommodates the District budget. It builds on the existing Master Plan and documentation. It also takes into account that some campuses have received significant investment and will not require extensive need assessment. LCA will utilize the expertise of experienced facility planning experts who are certified planners and have worked exclusively on California school sites.
- 4. Additional Information:** A comprehensive list of facility masterplanning experience is located here.
- 5. Proposed Fees:** LCA has devised an efficient approach that will achieve the District's desired outcome of an Updated Facility Master Plan - within the stated budget.
- 6. Overall Assessment:** We've maintained long-standing relationships with 15 other school districts. You are aware of the level of excellence LCA provides to AUSD.

We look forward to your careful consideration of our qualifications and to meeting with you during the interview phase.

Sincerely,



**David Bogstad**

Authorized Officer

Loving Campos Associates Architects Inc dba LCA Architects Inc

590 Ygnacio Valley Road #310 Walnut Creek, CA 94596

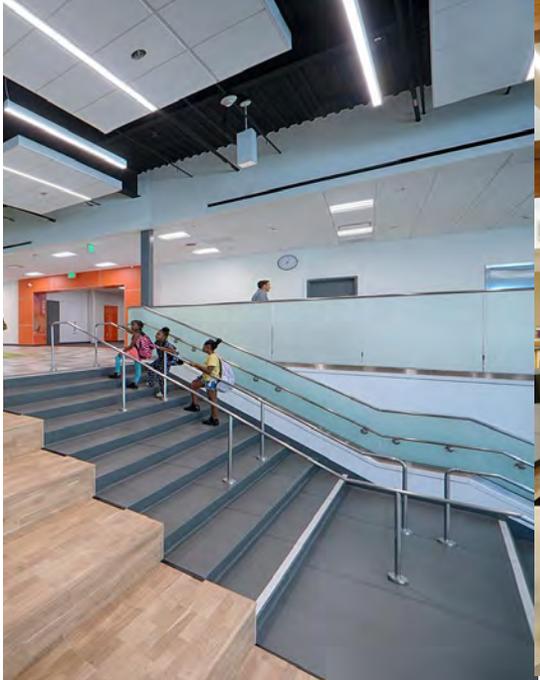
P: (925)944-1626 F: (925)944-2767

dyoumans@lca-architects.com - Denise Youmans, Authorized Representative During Evaluation Process

LCA Architects acknowledges Addendum for Interviews, issued October 31, 2023



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FIRM & CONTACT  
INFORMATION



# Firm & Contact Information

## firm full legal name

Loving Campos Associates  
Architects, Inc.

## type of legal entity

Corporation

## state of organization

California

## principal business office

590 Ygnacio Valley Road #310  
Walnut Creek CA 94596

## telephone

(925)944-1626

## principal owners/officers

Carl Campos, CEO  
David Bogstad, President

## office performing services

590 Ygnacio Valley Road #310  
Walnut Creek CA 94596

## contact information

Denise Youmans, Director  
dyoumans@lca-architects.com  
(925)944-2725

## brief description and history

Established in 1974, LCA Architects is a full service architecture firm specializing in the planning, design, and construction of educational facilities. As the Architect of Record for over 250 education projects, we have a strong reputation for providing designs that are easy to operate and maintain. We take a comprehensive approach to whatever challenge is presented; streamlining otherwise complicated processes with our experienced staff and consultant partners. LCA regards Albany Unified School District as a priority client, meaning we are prepared to assist you with any need. We've spent the last several years working on a variety of modernization projects and are experts on site, systems, & issues that staff & maintenance experience. LCA Architects' characteristics that make us an ideal choice for updating your Facilities Master Plan:

- 40 years' experience on projects such as Modernization & Renovation, New Schools, Systems Upgrades, Infrastructure Upgrades, Fire/Life Safety, Seismic Upgrades, Modular Buildings, LEED and CHPS, Community Outreach, Funding & Grant Writing
- Facility Needs Assessment & Master Planning Expertise provided to 7 school and municipal clients from this office
- Comprehensive knowledge of Albany High School, Ocean View Elementary School and Marin Elementary School campuses
- Quality staff dedicated to AUSD projects for last 5 years
- Alameda County location with close proximity to District

## number of employees

9 Licensed Architects  
14 Technical Support  
7 Administrative

state of California certification Small Business Certification ID 1787953

county of Alameda certification Small Business Certification ID 23-00068

## available services

- Planning Services
- Facility Needs Assessment
- Building Condition Surveys
- Site/Facility Master Planning
- Programming
- Feasibility Analysis
- Architecture & Design Services
- Bridging Documents
- Construction Documents/Specifications
- Project Scheduling
- Technical/Material Research
- Color Selection
- CHPS/LEED Certification
- Code Analysis/ADA Transition Plan/Upgrades
- Structural Assessment & Repair
- Structural Systems Development
- Seismic Historic Preservation
- Mechanical, Electrical, Plumbing Engineering
- Fire Sprinkler Design
- Food Service Consulting
- Signage
- Parks & Sports Fields Design/Improvements
- Cost Modeling and Estimating
- Value Engineering
- Bidding & Construction Administration
- Project Close-Out
- Public Agency Presentations
- Public/User Group Facilitation
- Rendering & Graphic Exhibits
- Landscape Architecture/REscape
- Traffic and Site Studies
- Program Simulations
- Historical Restoration
- Post Occupancy Evaluation
- Energy Modeling/Commissioning
- Site Utilities & Infrastructure
- Hydraulic and hydrologic modeling
- Boundary and topographic surveys
- Right of Way Determination
- Landscape, creek & waterway restoration
- Parking Lots & Pavement
- Grant writing and coordination support
- Site Lighting
- Civil Engineering



# KEY PERSONNEL



# Key Personnel

**David Bogstad**  
**LCA Architects**  
Principal in Charge  
License #C21379

As a hands on working principal, Mr. Bogstad will play an active role in all aspects of planing process from stakeholder input to scope development. School clients include: Campolindo HS Athletic Stadium, Las Lomas HS Modernization; Hayward USD East Avenue ES Needs Assessment & Master Plan for Modernization; Fremont USD: planning and design for Mission San Jose HS Pool, New CTE campus, Mowry Adult School Multi-Purpose Building, Administrative Offices Space Plan, Kennedy HS Science Classrooms, American HS Master Plan Modernization; Oakland USD Fremont HS Master Plan Modernization, Oakland HS Modernization, Calvin Simmons MS Modernization, Life Academy Modernization, Highland ES Modernization; San Lorenzo USD District Office - Master Plan, Arroyo HS Central Kitchen, San Francisco USD Golden Gate Academy - Modernization, Newcomer HS Modernization, Willie Brown Academy - ADA Upgrades, Lawton ES ADA Upgrades; Castro Valley USD District-wide Needs Assessment & Implementation Planning

Mr. Amani-Taleshi places emphasis on directing his team, consultants included, to be fully prepared for achievement of project goals while ensuring clear communication to AUSD. His planning approach is centered on architecture's influence on daily life.

School clients include: Albany USD Albany HS CTE Building, Marin ES Replacement Acalanes UHSD: Los Lomas HS Modernization & Roof Replacement, Campolindo HS Science Classroom & Portable; Fremont USD Washington HS Theater, Irvington & Washington HS Culinary Classrooms; San Lorenzo USD Multiple Campuses Roofing Projects; Oakland USD KIPP Bridge Academy, Berkley Maynard Academy Needs Assessment & Implementation Planning for Modernization; John Swett USD Carquinez MS New Campus.

**Cyrus Amani- Taleshi**  
**LCA Architects**  
Client/Project Manager  
License #C40399  
LEED AP

**Ivan Fernando**  
**LCA Architects**  
Project Architect  
License #C29608

Over the course of his 25-year career in the architecture, Ivan has completed new design and modernization of education facilities, community centers, group home housing, recreational, and other public and privately owned facilities. Ivan is a licensed Architect and currently pursuing a Project Management Professional Certification to help solidify his qualifications in managing his team and projects. His K-12 experience features schools in Berkeley Unified School District and Oakland Unified School District.

With over 30 years of experience planning, designing, and constructing educational facilities, Mary's emphasis on assessments, programming, education specifications, and master and implementation planning sets projects up for eventual success. She has facilitated site committees, written meeting minutes and reports, made community presentations, and overseen many projects from initiation through design, agency (Division of the State Architect, California Department of Education, Office of Public School Construction, and relevant local utility companies and planning authorities) approval, and construction to closeout. She approaches project planning work with an understanding of how it ultimately informs the design and—more importantly—the user experience of education facilities.

**Mary Morris**  
**LCA Architects**  
Certified Planner  
License #C23271

**Shabnam Gruenholz**  
**LCA Architects**  
Assessment Specialist  
LEED AP B+C

Ms. Gruenholz integrates information from cross functional project partners to ensure accuracy on completed documents through substantial client interface and consultant coordination. Coordination duties include project budget development, scheduling, managing construction budget (very detailed, prioritized to match available funding) and invoicing. Project coordination related to design and construction documents, preparing finish schedules for the design and layout including furniture and signage, preparing as-built drawings, and tracking RFI's and contractor submittals. She also provides sustainable design consulting, guiding implementation of sustainable strategies for the indoor environmental air quality, effective daylighting design, and an efficient spatial organization for the workplace.



QUALIFICATIONS & EXPERIENCE



# Qualifications & Experience

NEEDS ASSESSMENT & MASTER PLAN  
FREMONT HIGH SCHOOL  
OAKLAND UNIFIED SCHOOL DISTRICT



The scope of work for this project includes demolition of approximately 95% of the existing 12 acre urban campus and construction of 9 buildings totaling approximately 190,000 square feet to serve up to 1,200 students. Additionally involved are assessment of ADA, structural, HVAC, electrical, safety lighting, paving, renovation & energy efficiency deficiencies. Future buildings were master planned to add 24,000 square feet of additional space to accommodate up to 1,500 students and a regulation football and soccer all-weather field and running track. The plan calls for a PG&E Net Zero (NZE) campus where energy generation and use are balanced. Measures implemented included upgrading buildings instead of demolition, use of modular construction, program relocations, new construction and outdoor classrooms & social gathering spaces.

## main program elements

- Security upgrades
- Storm water upgrades
- New mechanical units & HVAC upgrades
- Fire & life safety upgrades
- Modular Classroom Building
- New Gym & Athletic Fields
- Classroom Renovations
- ADA upgrades
- New Entry, Parking, Paving

**client** Oakland Unified School District  
Tadashi Nakadegawa, Director of Facilities  
955 High Street Oakland, CA 94601  
(510) 535-7038  
tadashi.nakadegawa@ousd.k-12.ca.us

**square footage** 195,000sf

**beginning** 2016  
**end** 2020

**original budget** \$100 million

**bid amount** \$100 million

**final** \$97 million

**RFI's** 497

**change orders** 13

**key individuals** Carl Campos, Shabnam Gruenholz  
**role of individual** Architect

**role of firm** Architect of Record

**sub-consultants** KPW Structural Engineers  
CaliChi Design Group  
Cupples Keller

# Qualifications & Experience

MODERNIZATION & NEW  
CONSTRUCTION  
EAST AVENUE ELEMENTARY SCHOOL  
HAYWARD UNIFIED SCHOOL DISTRICT



An exemplary K-12 project modernization of this 50+ year old elementary school. Tasks included demolition of existing portable classrooms, full kitchen remodel, site concrete, asphalt paving, sports fields and landscape areas. An existing children's play structure was salvaged and reinstalled. Solar panels were included as well as new construction of large multipurpose building for assemblies & sport, and a 2-story classroom wing. Projects at this site included energy education & campus wide lighting. The administration area was designed to increase collaboration between staff by maximizing glazing at corridor between offices. Open spaces were configured to provide offices with maximum site-lines to effectively monitor public activity with limited staff.

## main program elements

- Modernization of the existing building included
- Demolition of the entire building except foundation and framing
- Replacement of all doors, windows, plumbing fixtures, mechanical units
- Replacement -IT/AV Communication Systems (electrical systems/power/data/fire/telephone/television/PA system/clock & speaker/security CCTV and access control - interior and exterior)
- New finishes

**client** Hayward Unified School District  
Dave Gallaher  
Chief Facilities Officer(retired)  
dgallaher@compuserve.com

**square footage** 77,153sf  
**beginning** 2008  
**end** 2013  
**original budget** \$21,729,000  
**bid amount** \$27,280,564  
**final** \$27,835,000

**RFI's** 556  
**change orders** 1  
**key individuals** Carl Campos  
**role of individual** Principal in Charge  
**role of firm** Architect of Record  
**sub-consultants** BKF  
Thorton Tomasetti  
Capital Engineering Consultants  
American Consulting Engineers  
Leland Saylor Associates 12

# Qualifications & Experience

## Alameda County Needs Assessment Services

LCA was hired to perform facility condition assessment services for the County of Alameda.

The scope included identifying deficiencies that are visible in exterior envelopes and documenting input from the County regarding known issues. LCA detailed an independent, prioritized review of the conditions of building systems and subsystems in regard to code compliance, maintenance needs, potential hazards, life expectancy and related information. Our presentation included visible waterproofing systems, site conditions surrounding the facilities, paving systems, walkways, ramps, railings, roofing systems and fencing. We determined a 10 year plan of recommended repairs and replacements, risk ratings, and prioritizations to be incorporated into County's facility inventory system and 5-year Capital Improvement Plan.

*The following facilities are included in this scope of work:*

- Hayward Motor Vehicle Shop, Oakland - 3,872 sq ft
- Alameda County Training & Education Center, Oakland - 73,309 sq ft
- Youth & Family Services, San Leandro - 3,800 sq ft
- Cherry Hill Detox Center, San Leandro - 7,235 sq ft
- Alameda County Behavioral Health Services, San Leandro - 8,239 sq ft
- Willow Rock Mental Health Center, San Leandro - 26,900 sq ft
- John George Psychiatric Pavilion, San Leandro, 2,500 sq ft
- South County Waste Recycling Center, Hayward - 5,040 sq ft
- North County Household Waste Recycling Center, Oakland - 9,947 sq ft
- Snedigar Cottage, San Leandro - 6,420 sq ft
- Las Vistas Recreation Center, San Leandro - 20,000 sq ft
- Amador Parking Structure, Hayward - 181,405 sq ft
- Juvenile Justice Detention Center, San Leandro - 455,059 sq ft
- East County Animal Shelter, Dublin - 15,569 sq ft
- Public Works Office, Dublin - 8,239 sq ft
- GSA Auto Repair Shop, Dublin - 3,168 sq ft
- Sheriff Academy Training Center, Dublin - 16,808 sq ft
- Arena Center Buildings 1, 2 & 3, Oakland - 193,000 sq ft
- Public Works Flood Office, San Leandro - 27,120 sq ft



Arena Center

Alameda County Training & Education Center





SERVICES  
METHODOLOGY &  
PHILOSOPHY



# Services Methodology & Philosophy

At LCA we are passionate about school design! Our philosophy is simple. We listen well, and without preconceived ideas for solutions. We realize the Facilities Master Plan is a means to meet our client's functional needs and design aspirations both within their budgets and on schedule. To get there, we have cultivated high levels of expertise in needs assessment, communication with stakeholders and government agencies, consensus building, building technology, and site planning. The success of a project rests with LCA's ability to understand the functional requirements of each site and goals of AUSD.

There are six sites:

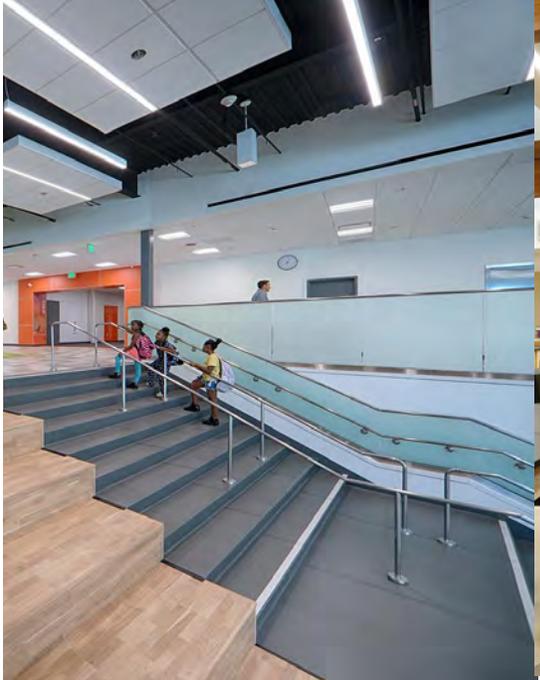
- Three Elementary Schools, two of which were rebuilt in the last few years
- One Middle School which has had both new construction and modernization
- One High School which has had both new construction and modernization
- One Children's Center
- HVAC upgrades have been made throughout the District, according to District's website information.

## **Project Deliverables**

1. Hold a kick-off meeting with AUSD representatives to confirm the proposed completion strategy, discuss the schedule, review communication protocols, set guiding principles, learn about "other district priorities", discuss the level of capacity analysis desired (see below), and receive reports, drawings, etc. It is assumed LCA will receive original Master Plan files (not pdf) to facilitate efficient update to document. It is assumed District will provide updated information and/or as-builts for work completed under the existing Master Plan.
2. Review AUSD's original FMP, Environmental Action Plan, Security Audit.
3. Review and comment on the Demographic Study
  - Compare previously projected enrollments to actual enrollments.
    - ✓ Prepare a capacity estimate if there isn't one in the demographic report
      - The district will need to provide its grade-level loading standards and identify what type/how many Special Education classes they hold at each site.
      - Is daycare for younger than school-age children, preschool, or before-and-after-school-care for school-age children? Standards differ.
4. Review AUSD's data available from public sources: Find and review things like floodplain maps and WUI information.
5. Review AUSD's most recent Educational Master Plan
6. Site Walk-throughs & Site Meetings
  - Six total sites – 2 hours each at Ocean View & Marin ES. Half day at each of other sites. Site visits to be scheduled to coincide with first site meeting.
    - The first meeting at each school site is to explain the process, review the Master Plan project goals, see the schools in person, discuss their site's ability to support AUSD's Educational Master Plan, and document what facilities they think they might need/need to expand/improve.
    - The second meeting is to share the proposed "remedies"/receive feedback.
  - Meeting Minutes required for each meeting
  - Photographs from each site walk (minimum 20 for each site to be incorporated into each report)
  - ✓ Include the site staff in the walk-through when possible.
- Prepare a summary of projects and improvements completed or underway since 2014
  - How to gain this information from AUSD/their representatives? Maybe CBOC reports?
7. Prepare a graphic Site Plan with School Site Data and recommended improvements for each site.
8. Write the narrative for the final report with an Executive Summary
9. Prepare and deliver a presentation to District staff for approval to present to School Board.  
Present to School Board



SUBCONSULTANTS



# Subconsultants

John has provided structural design leadership over the past 30 years on a wide variety of project types. His primary areas of expertise include public & private sector work in education, healthcare, civic, science & technology, and commercial markets. He has substantial design-build experience and successfully incorporates sustainable features into each design.

**John Westphal  
Salas O'Brien**  
Structural Engineer  
License S4575

**Chris Mills**  
BKF  
Civil Engineer  
License #C29608

With more than 26 years of technical design and management experience, Chris manages projects with clear communication and documentation. He is responsible for managing all aspects of the feasibility, compliance, design, coordination, review, and approval of projects. Chris has effectively managed large design teams and worked closely with public agencies, community organizations, utility companies, institutions, and private owners to incorporate specific concerns and regulations into design.

Since joining Capital in 1980, Mr. Minge Has served as the Team Leader and Project Manager on more than 1,000 educational facility projects. His expertise includes new construction, modernizations, renovations, and additional to educational campuses. His role encompasses design, client consultation construction administration, and field inspection, all with an eye toward sustainability. Responsibilities include day-to-day management of the education team, design concept development, engineering supervision, documentation, calculations, and general project administration.

**Michael Minge**  
Capital Engineering  
MEP Engineering  
Information Technologies

**Amy Cupples**  
Cupples Keller  
Designs  
Landscape Architect  
California #4488, 2000

Amy Cupples has practiced landscape architecture for over 25 years throughout the Western US and beyond completing a variety of projects ranging in size and scale from private residences to community development, neighborhood parks and civic centers to streetscapes, healthcare, and schools. She is a careful listener and responsive to the needs of the project while balancing the needs of the environment and our natural resources. Amy strongly believes in good design that is appropriate to the project, site, climate, and surrounding environment and that all projects and people deserve good design and green spaces to create a balance between a bustling city and the individual. Amy Cupples provides coordination proposed land features and structures. Takes a lead on design of both hard and soft landscape for architectural projects. Works closely with design teams in creating sustainable landscape designs. Researches and advises on indigenous/suitable vegetation on projects. Creates programmed outdoor spaces to support school specifications.





PROPOSED FEE



# Proposed Fee

TASKS	ASSIGNED STAFF PERSON	RATE/HOUR	FEE	Task Total
<b>Review Existing Documentation</b>				
LCA Architecture				
	Cyrus Amani-Taleshi, PM	\$195	\$1,560	
	Mary Morris, Planner	\$190	\$1,520	<b>\$3,080</b>
<b>Site Investigation</b>				
LCA Architecture	Cyrus Amani-Taleshi, PM	\$195	\$4,620	
	Shabnam Gruenholz	\$190	\$6,080	
	Mary Morris	\$190	\$4,540	
Subconsultants	As-needed	\$175	\$1,750	<b>\$16,990</b>
<b>Site Meetings (2)</b>				
LCA Architecture	David Bogstad	\$230	\$3,220	
	Cyrus Amani-Taleshi, PM	\$195	\$2,730	
	Mary Morris	\$190	\$2,660	<b>\$8,610</b>
<b>Master Plan Projects, Graphics &amp; Final Report</b>				
LCA Architecture	David Bogstad, PIC	\$230	\$230	
	Cyrus Amani-Taleshi, PM	\$195	\$2,340	
	Mary Morris	\$190	\$4,560	
	Ivan Fernando., Designer	\$190	\$4,730	<b>\$11,860</b>
<b>Final Presentations</b>				
LCA Architecture	Carl Campos, PIC	\$230	\$920	
	Cyrus Amani-Taleshi, PM	\$195	\$780	
	Mary Morris	\$190	\$760	<b>\$2,460</b>
<b>SUBTOTAL AE Fees</b>				<b>\$43,000</b>
Reimbursables			\$2,000	<b>\$2,000</b>
<b>GRAND TOTAL</b>				<b>\$45,000</b>



ADDITIONAL  
INFORMATION



# List of Facility Master Plan Experience by LCA Team

**Districtwide Education Facilities Master and Implementation Plan**, Fremont Union High SD, Principal in Charge/Senior Educational Facilities Planner

**Enrollment Projection/Classroom Assignment Data Analysis Update**, Fremont Union High SD, Principal in Charge/Senior Educational Facilities Planner

**Districtwide Education Facilities Master Plan**, Hollister SD, Principal in Charge/Senior Educational Facilities Planner

**Campus Master Plan**, St. Ignatius College Preparatory, Senior Educational Facilities Planner

**Districtwide Education Facilities Master Plan**, Cupertino Union SD, Principal in Charge/Senior Educational Facilities Planner

**Strategic Sequencing**, Lawson Middle School/Cupertino Union SD District Office and Maintenance & Operations Facility Demolition and Reconfiguration, Cupertino Union SD, Principal in Charge/Senior Educational Facilities Planner

**New Science and Music Buildings, New Track and Field, and Multi-phase Modernization**, Lawson Middle School, Cupertino Union SD, Principal in Charge/Project Director

**Conversion of Former PACE Building to Classrooms**, Stockmeir Elementary School, Cupertino Union SD, Principal in Charge/Senior Educational Facilities Planner

**Acquisition of Adjacent Property**, Sedgwick Elementary School, Cupertino Union SD, Principal in Charge

**Districtwide Education Facilities Master Plan**, Los Gatos Union SD, Project Director/Senior Educational Facilities Planner

**Modernization and Additions**, Blossom Hill Elementary School, Los Gatos Union SD, Project Director/Senior Educational Facilities Planner

**Modernization and Additions**, Daves Avenue Elementary School, Los Gatos Union SD, Project Director/Senior Educational Facilities Planner

**Modernization and Additions**, Fisher Middle School, Los Gatos Union SD, Project Director/Senior Educational Facilities Planner

**Complete Campus Replacement**, Lexington Elementary School, Los Gatos Union SD, Principal in Charge/Senior Educational Facilities Planner

**Modernization and Additions**, Van Meter Elementary School, Los Gatos Union SD, Project Director/Senior Educational Facilities Planner

**Education Facilities Master Plan**, Woodside Elementary School District, Project Director / Senior Educational Facilities Planner

**Education Facilities Master Plan**, Orchard K – 8 School Orchard SD, Principal in Charge/Senior Educational Facilities Planner

**Solar Panel Installation, HVAC Upgrades, Library Addition, Cafeteria Modernization, and New Event Center**, Orchard K – 8 School Orchard SD, Principal in Charge/Senior Educational Facilities Planner

**Education Facilities Master Plan**, Ohlone Elementary School, West Contra Costa USD, Principal in Charge/Senior Educational Facilities Planner in conjunction with Powell & Partners Architects

**Kindergarten & Child Care Replacement Buildings**, Ohlone Elementary School West Contra Costa USD, Principal in Charge/Senior Educational Facilities Planner

**Education Facilities Master Plan**, Kennedy High School, West Contra Costa USD, Principal in Charge/Senior Educational Facilities Planner in conjunction with Powell & Partners Architects

**Elevator Addition, Restroom Modernizations, and Fencing and Gates Upgrades**, Kennedy High School, West Contra Costa USD, Principal in Charge/Senior Educational Facilities Planner

**Measure F Master and Implementation Plan**, San Jose USD, Project Director/Senior Educational Facilities Planner

**Library/Media Center Expansion**, Willow Glen Middle/High School San Jose USD, Principal in Charge/Senior Educational Facilities Planner

**Elementary School Multipurpose Building Assessment and Feasibility Study**, San Jose USD, Principal in Charge/Senior Educational Facilities Planner

**Modernizations at Six Elementary School Kitchens**, San Jose USD, Project Director/Senior Educational Facilities Planner

**Education Facilities Master Plan**, Wilson Education Options Center, Santa Clara USD, Principal in Charge/Senior Educational Facilities Planner

**Multi-phase Modernization**, Wilson Education Options Center, Santa Clara USD, Principal in Charge/Senior Educational Facilities Planner

**Multipurpose Building Replacement Feasibility Study for Six Elementary Schools**, Palo Alto USD, Project Director/Senior Educational Facilities Planner

**Feasibility Study for Tower and Theater Buildings**, Palo Alto High School, Palo Alto USD, Project Director / Senior Educational Facilities Planner

**Modernization and Learning Center Creation**, Spangler Elementary School Milpitas USD, Project Director/Senior Educational Facilities Planner

**Modernization and Learning Center Creation**, Weller Elementary Milpitas USD, Project Director/Senior Educational Facilities Planner

**Berryessa Youth Center**, Berryessa Union SD, Project Director/Senior Educational Facilities Planner

**Districtwide Facilities Master Plan Update**, San Mateo County CCD, Project Manager/Senior Educational Facilities Planner



CERTIFICATION OF  
RESPONSE



# Certification of Response

The undersigned hereby certifies, subject to penalty for perjury in accordance with the laws of the State of California, that: (i) the architect identified in this response has duly authorized the undersigned to submit this Response on the Architect's behalf; and (ii) the information set forth in this Response is all true and correct, and constitutes a complete, unequivocal, and not misleading response to the requirements of the RFP.

Signed,

A handwritten signature in blue ink, appearing to read "David Bogstad". The signature is fluid and cursive, with a large initial "D" and "B".

David Bogstad, President  
LCA Architects, Inc.  
November 3, 2023



ATTACHMENTS





## David Bogstad Principal-In-Charge

David is a dynamic strategic thinker who brings years of architectural excellence to each of his endeavors. Complicated, intricate planning projects are those in which his expertise is most evident. Mr. Bogstad will serve as Principal-in-Charge and will oversee the project team. He has been actively involved in managing publicly funded projects for over 40 years. He stays actively involved with each team member in order to deliver projects that stay within the framework of the Client's budget and time schedule, providing a single point of responsibility.

### education

Bachelor of Architecture  
Bachelor of Science  
Architecture,  
University of Southern California

### architectural licenses

California Architectural License  
C21379  
Nevada, Oregon, Washington, Idaho,  
Hawaii, Virginia

NCARB

### Relevant Experience

#### Albany Unified School District \*

- Albany High School - New STEM Building Design Build
- Marin School Replacement Design Build

#### San Francisco Unified School District

- Golden Gate Academy - Modernization
- 1350 7th Avenue - Modernization
- Visitation Valley MS Modernization
- Lawton Elementary School - ADA Upgrades

#### Oakland Unified School District \*

- KIPP Bridge Academy - New Middle School ASPIRE
- Berkley Maynard Charter School Historic Renovation
- Lowell Middle School - Health Clinic Conversion
- Lowell Middle School - Master Plan Modernization
- Laurel Child Development Center - New Building
- Calvin Simmons Middle School - Modernization/New Classroom Building
- Life Academy - Building Conversion Studies/Modernization
- Fremont High School Master Plan

#### Acalanes Union High School District \*

- Campolindo High School - Athletic Stadium
- Las Lomas High School - Master Plan Modernization
- Administrative Offices - Needs Assessment/Modernization

#### Fremont Unified School District \*

- Mission San Jose High School - Pool Renovation
- MVROP - New School Campus
- Mowry Adult School - Master Plan Campus, MP Purpose Building
- Administrative Offices - Feasibility/Space Plan Studies
- Kennedy High School - New Science Classrooms
- District Wide IT Upgrades - 14 sites
- American High School 5-year Master Plan

#### Castro Valley Unified School District \*

- Bond Implementation Master Plan
- Castro Valley High School - Modernization/Master Plan/New Athletic Stadium
- Redwood Alternative High School - Master Plan, New Modular Campus, Gymnasium
- District-Wide - Seismic Upgrades
- Independent Elementary - Adventure Time Day Care



## Cyrus Amani-Taleshi Project Manager

Cyrus Amani-Taleshi is committed to design excellence. With a specific emphasis in public facilities, he brings a strong technical and design sensibility. Cyrus effectively communicates the design intent to all parties. Cyrus understands the importance of aesthetics, scheduling and budgeting while building within the parameters of accessibility, cost efficiency, energy conservation and other requirements established by our clients.

### education

Masters of Architecture  
Bachelors of Fine Arts  
University of Kansas,

### architectural licenses

C40399

### registrations

LEED AP  
NCARB

### Relevant Experience

#### John Swett Unified School District \*

- Carquinez Middle School - New Campus

#### Acalanes Union High School District \*

- Los Lomas High School - Modernization & Roof Replacement
- Acalanes High School Science Classrooms

#### Oakland Unified School District \*

- KIPP Bridge Academy - Design Build
- Berkley Maynard Academy Historic Renovation
- Fremont High School Campus Modernization

#### Albany Unified School District \*

- Albany High School - New STEM Building Design Build
- Marin School Replacement Design Build

#### San Lorenzo Unified School District - On-Call Architect \*

- Multiple Campuses - Simultaneous Roofing Projects

#### Contra Costa County CCD - On-Call Architect \*

- Performing Arts Restroom Addition
- Administration and Restroom Renovations
- Morgue/Cadaver Lab Renovations
- Music Classroom Renovations

#### Foothill DeAnza CCD - On-Call Architect \*

- Bleacher Replacement & ADA Upgrade
- Path of Travel ADA Upgrade & Outdoor Classroom

#### California Academy of Sciences, San Francisco

### awards/publications

- Architectural Record, Building Types Study, at Newseum, 2009
  - Finalist, World Architecture Awards, Hong Kong, 2001
- Judges' Award, Residential Architect Design Awards, 2001
- Design Matters, Best Practices in Affordable Housing, City Design Center, University of Illinois, Chicago
- Y2K Roadmap to Green Buildings, Mid-America Regional Council
- Livable Communities Award, AIA
- First Place Award, Association of Collegiate Schools of Architecture,

# Resume



## Ivan Fernandez Senior Project Architect

### education

Bachelor of Architecture  
California Polytechnic University  
Pomona

### registrations

LEED AP BD+C

### architectural licenses

C29608

### Relevant Experience

#### Oakland Unified School District

- Madison Park Academy Relocatable Portable Classrooms and Restrooms\*
- Madison Park Academy Kitchen Renovation\*
- Madison Park Academy New Trash Enclosure\*
- Madison Park Academy Middle School Building Fire Alarm Upgrades\*
- Madison Park Academy Parking Lot Renovation\*
- Madison Park Academy New High School Building\*
- "The Center" New Central Commissionary Site Work\*
- "The Center" New Central Commissionary Outdoor Kitchen\*
- "The Center" New Central Commissionary New Greenhouse\*

## Mary Morris Planner

### education

University of California, Berkeley  
| Bachelor of Arts in Architecture  
| 1984 | Summa cum laude  
Università degli Studi di Padova,  
Italy | 1982 – 1983 scholastic year  
| Trenta e lodi  
CASH Facilities Leadership  
Academy | 2008 – 2009 Cohort |  
Certificate

### Relevant Experience

Clarendon Elementary School Assessment, Site Master Plan, Modernization, Administration Relocation, (ZNE Ready)  
San Francisco Unified School District, San Francisco, CA  
Claire Lilienthal Alternative K – 8 School Scott Campus, Site Master Plan and New Science Lab, Classroom, and Gymnasium Building (ZNE Ready)  
San Francisco Unified School District, San Francisco, CA  
Murray Elementary School Assessment, Education Specifications, Site Master Plan, New Classroom and Before-and-After School Care Buildings, and New Multipurpose/Administration Building Dublin Unified School District, Dublin, CA



## Shabnam Gruenholz Assessment Specialist

Ms. Gruenholz integrates information from cross functional project partners to ensure accuracy on completed documents through substantial client interface and consultant coordination. Project management duties include project budget development, scheduling, managing construction budget (very detailed, prioritized to match available funding) and invoicing.

Project coordination related to design and construction documents, preparing finish schedules for the design and layout including furniture and signage, preparing as-built drawings, and tracking RFI's and contractor submittals.

She also provides sustainable design consulting, guiding implementation of sustainable strategies for the indoor environmental air quality, effective daylighting design, and an efficient spatial organization for the workplace.

### education

Masters of Architecture  
Bachelor of Architecture  
University of Southern California  
Los Angeles, Ca

registrations  
LEED AP B+C

### Relevant Experience

#### Castro Valley Unified School District \*

- Redwood Alternative High School - Modernization
- Chabot Elementary School - Interim housing/ Modernization/shade structure
- Marshall Elementary School - Interim housing/ Modernization
- Palomares Elementary School - Modernization
- Stanton Elementary School - Interim housing/ Modernization
- Project management & design for modernization of 5 schools

#### San Lorenzo Unified School District \*

- Arroyo High School Kitchen - Construction Administration

#### Fremont Unified School District \*

- Conducted field investigations for 40 school sites
- Mission Valley Regional Occupational Program – Automotive Spray Booth
- American High School - HVAC & Roof upgrades

#### Marin Community College District \*

- Bill & Adele Jonas Center

#### Contra Costa County Community College District

- Diablo Valley College - Music Classroom Renovations
- Diablo Valley College - Restroom Renovations
- Diablo Valley College Performing Arts Center - Renovations \*
- Diablo Valley College - Deck replacement & restoration

#### Oakland Unified School District \*

- Coliseum College Prep Academy - Construction Administration
- Fremont High School Replacement - Increments 1-4 Construction Administration, CHPS verification, Net Zero Energy tracking

#### Acalanes Union High School District \*

- Miramonte High School - Electrical upgrades
- Campolindo High School - Parking lot resurfacing



## John Westphal Structural Engineer

John has provided structural design leadership over the past 30 years on a wide variety of project types. His primary areas of expertise include public & private sector work in education, healthcare, civic, science & technology, and commercial markets. He has substantial design-build experience and successfully incorporates sustainable features into each design.

### education

Bachelor of Science  
Civil Engineering  
University of California, Berkeley  
Berkeley, CA

### registrations

California  
Structural - S4575  
Civil - C57013

### Relevant Experience

#### Alameda Unified School District

- Seismic Retrofit & Renovations - 13 Campuses

#### Fremont Unified School District

- Mission Valley Elementary School Seismic Retrofit
- Weibel Elementary School Seismic Retrofit
- American High School Modernization

#### Witter/Greenleaf K-8

- New Construction & Renovation

#### Laney College

- Student Services Building "A" Seismic Retrofit

#### San Francisco Unified School District

- Creative Arts Charter School Seismic Retrofit
- Golden Gate Campus Annex
- Newcomer High School Seismic Retrofit

#### Chabot College

- Building 300, 500, 800, 900, & Performing Arts Seismic Retrofit

#### California State University Stanislaus

- Acacia Hall Seismic Retrofit

#### Monterey Peninsula College Library Seismic Retrofit

- Library Seismic Retrofit

#### Acalanes Union High School District

- Las Lomas High School Alterations
- Acalanes High School Science Classrooms

#### Oakland Unified School District

- Fremont High School Net Zero Energy Master Plan
- Calvin Simmons Middle School New Campus
- Lowell Middle School Seismic Retrofit

#### New Haven Unified School District

- Logan High School Performing Arts Center

#### San Leandro Unified School District

- San Leandro High School Fred T. Koramatsu Campus

\* Denotes work in the last 5 years



## Michael Minge MEP Engineer

Since joining Capital in 1980, Mr. Minge Has served as the Team Leader and Project Manager on more than 1,000 educational facility projects. His expertise includes new construction, modernizations, renovations, and additional to educational campuses. His role encompasses design, client consultation construction administration, and field inspection, all with an eye toward sustainability. Responsibilities include day-to-day management of the education team, design concept development, engineering supervision, documentation, calculations, and general project administration.

### education

Associates of Science  
Engineering  
Central Washington University  
Ellensburg, CA

### registrations

LEED AP

### affiliations

American Society of Heating,  
Refrigerating, & Air-Conditioning  
Engineers  
The Collaborative for High  
Performance Schools  
U.S. Green Building Council  
Northern California Chapter

### Relevant Experience

#### Buckeye Union School District

- Buckeye Elementary School
- Camerado Springs Middle School

#### Fremont Unified School District

- American High School HVAC Assessment
- Fremont Adult and Continuing Education Museum
- Horner Junior High School Plumbing Services
- Horner Junior High School Alteration Project
- Horner Junior High School Alteration Project
- Horner Junior High School Shop Conversion
- Washington High School Alterations and Extra Services
- Washington High School HVAC Assessment

#### Sacramento City Unified School District

- California Middle School
- McClatchy High School

#### Elk Grove Unified School District

- Donner Trail Elementary School
- Cosumnes Oaks High School
- Laguna Ridge Elementary School

#### Folsom-Cordova Unified School District

- Carl Sundahl Elementary School
- East Franklin Elementary School
- Folsom High School
- Riverview Elementary School STEM Academy
- Sutter Middle School
- Vista Del Lago High School

#### Natomas Unified School District

- Natomas Charter School Star Academy
- Natomas Park Elementary
- Leroy F. Greene Academy

#### Tahoe-Truckee Unified School District

- Kings Beach Elementary School
- Tahoe Truckee High School New Gym
- Tahoe-Truckee Unified School District Design Standards

#### Twin Rivers Unified School District

- Regency Park Elementary School

#### Loomis Union School District

- Ophir Elementary School

#### Lodi Unified School District

- Lodi Middle School

#### Newman-Crows Landing School District

- Orestimba High School

\* Denotes work in the last 5 years



## Amy Cupples Landscape Architect

Amy Cupples has practiced landscape architecture for over 25 years throughout the Western US and beyond completing a variety of projects ranging in size and scale from private residences to community development, neighborhood parks and civic centers to streetscapes, healthcare, and schools. She is a careful listener and responsive to the needs of the project while balancing the needs of the environment and our natural resources. Amy strongly believes in good design that is appropriate to the project, site, climate, and surrounding environment and that all projects and people deserve

### education

Bachelor of Landscape Architecture  
University of California Berkeley  
Berkeley, Ca

### registrations

Landscape Architect,  
California #4488, 2000  
Certified Planner, AICP, 2009  
LEED AP BD+C, 2009  
ReScape Qualified Rater,  
#MBR-002132, 2011



### Relevant Experience

#### Oakland Unified School District

- Fremont High School Modernization  
Modernization of an active campus in four phases including a new classroom building, conversion of old classrooms to a new maker studio, a new gymnasium with a Health and Wellness Center, and a synthetic field and track. A new main entry for drop off and pedestrian circulation featuring California natives, low water, and low maintenance planting. The majority of the campus was replaced with new, state-of-the-art features and is CHPS certified.

- Castlemont High School Track & Fields

New synthetic turf football field, 8 lane all-weather track with track and field events. First completed in 2002 as a new track and field, refurbished in 2022/23 with new synthetic turf, all-weather track, long-jump pits, shot-put, and discus.

- Glenview Elementary School Campus Reconstruction

The school is designed to be a net zero energy (NZE) ready facility. New elements provide lively patterns and colors to reflect the nature of the school's highly successful arts-focused curriculum. Entire upper play area was modernized to incorporate innovative drainage areas with selective reuse of wood from a dying red-wood tree for new seating. CHPS certified.

- Laurel Elementary School Child Development Center

The new CDC consists of four pre-school classrooms with the capacity to house 108 children. Exterior site improvements include play yards, play structures, a garden, an artificial turf field, and bio-swales. The playground includes a tricycle path, and water play, nature play, art play, and music play areas. CHPS certification is targeted.

#### Castro Valley Unified School District

- Castro Valley High School Baseball Fields

#### Piedmont Unified School District

- Piedmont High School STEM and Theater Buildings

#### New Gymnasium Building, Richmond High School,

#### West Contra Costa Unified School District

- Richmond High School New Gymnasium Building

- John F. Kennedy High School Modernization

#### San Ramon Valley Unified School District

- San Ramon Valley High School New Classroom Building

- Stone Valley Middle School New Classroom Building

#### Albany Unified School District

- Albany High School New Classroom Building

#### Napa Valley Unified School District

- Camille Creek Community School New Classroom Building

- Napa Junction Elementary School New School Campus

#### Pleasanton Unified School District

- Foothill High School Modernization and Additions

\* Denotes work in the last 5 years



## Chris Mills Civil Engineer

With more than 26 years of technical design and management experience, Chris manages projects with clear communication and documentation. He is responsible for managing all aspects of the feasibility, compliance, design, coordination, review, and approval of projects. Chris has effectively managed large design teams and worked closely with public agencies, community organizations, utility companies, institutions, and private owners to incorporate specific concerns and regulations into design.

### education

Bachelor of Civil Engineering  
California Polytechnic State University  
San Luis Obispo

### registrations

Professional Civil Engineer, CA  
#60251  
Professional Civil Engineer, AZ  
#39615  
Professional Land Surveyor, CA  
#9064

### Relevant Experience

#### Castro Valley Unified School District

- Vannoy Elementary School
- Measure D - Chabot Elementary School
- Measure D - Marshall Elementary School
- Measure D - Stanton Elementary School

#### Acalanes Union High School District

- Las Lomas High School

#### John Swett Unified School District

- Carquinez Middle School

#### Robla School District

- Bell Avenue Elementary School

#### San Jose Unified School District

- Teacher Housing

#### Pittsburgh Unified School District

- Pittsburg High School

#### Oakland Unified School District

- Montclair Elementary School
- Laney College BEST Center
- Merritt College New Science Center
- Laney College ADA Improvements

#### UV Albany

- Administration Building & Community Center Renovation

#### UC Santa Cruz

- Classroom Auditorium

\* Denotes work in the last 5 years

**ALBANY UNIFIED SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

**FACILITIES MASTER PLAN UPDATE**

**RFP Issued:  
October 13, 2023**

**Deadline to Confirm Interest in Submitting a Proposal:  
October 20, 2023**

**Deadline for Submitting Questions Related to RFP:  
October 27, 2023**

**Deadline for Submitting Proposals:  
November 3, 2023 (No Later than 2pm)**

## **BACKGROUND/SCOPE OF WORK**

The Albany Unified School District is seeking proposals from Architects or Planners (firms or individuals) to update its Facilities Master Plan (FMP). The original FMP was prepared in 2014. The District wishes to update the Board and Community on current facilities needs, reflecting changes that have occurred since 2014, including but not limited to:

- Projects and improvements completed or underway since 2014
- Current facilities needs identified by each school site
- Enrollment/demographic changes
- AUSD's Environmental Action Plan
- Other District priorities

The Original Master Plan can be reviewed by following the link below:

[Link](#)

The scope of work for the FMP Update will include:

- Review the original FMP
- Review AUSD's Environmental Action Plan
- Review AUSD's security audit
- Review AUSD's most recent demographic study
- Review AUSD's data available from public sources
- Review AUSD's most recent Educational Master Plan
- Walk-through and narrative describing existing conditions of each site to include: site features, building envelope, interiors, technology, systems
- Photography of each site to document existing conditions (20 photos per site)
- Meet with each school site two times to develop site-specific facilities needs and recommended improvements. Prepare meeting minutes.
- Prepare a summary of projects and improvements completed or underway since 2014
- Prepare graphic site plan with school site data and recommended improvements for each site
  - Organize recommendations into categories or levels of priority
- Prepare a Final Report with Executive Summary
- Prepare Appendices as needed
- Meetings with District staff as needed

- One final presentation to School Board

The scope of work for the FMP Update will not include:

- Cost estimating
- Prioritization of recommended improvements
- Implementation timeline
- Funding strategy

#### District Schools

The Albany Unified School District is comprised of the following school sites:

- Cornell Elementary School  
920 Talbot Avenue  
Albany, CA 94706
- Ocean View Elementary School (Rebuilt in 2021)  
1000 Jackson Street  
Albany, CA 94706
- Marin Elementary School (Rebuilt in 2023)  
1001 Santa Fe Avenue  
Albany, CA 94706
- Albany Middle School  
1259 Brighton Avenue  
Albany, CA 94706
- Albany High School  
603 Key Route Boulevard  
Albany, CA 94706
- Albany Children's Center  
720 Jackson Street  
Albany, CA 94706

### **PROPOSAL AND PROJECT TIMELINE**

- RFP Issued: October 13, 2023
- Deadline to Confirm Interest in Submitting a Proposal: October 20, 2023
- Deadline for Submitting Questions Related to RFP: October 27, 2023
- Addendum Issued if Necessary: October 31, 2023
- Deadline for Submitting Proposals: November 3, 2023 (No Later than 2pm)
- Interview of Shortlisted Architects: November 8, 2023
- Board Approval of Selected Architect: November 14, 2023
- Background and Due Diligence by Architect: December 2023
- Stakeholder Meetings: January 2024
- Final Report: March 2024

### **DISTRICT'S BUDGET FOR ARCHITECT'S SERVICES**

The District's budget for the scope of work outlined in this RFP is \$45,000. Interested Architect's should take this budget into consideration when deciding to submit a proposal. The District intends to be flexible with the final scope and deliverables, to the extent possible, in order to complete the project within this budget.

### **ADDITIONAL INFORMATION**

#### **Responsibility for Costs**

Each Architect shall be responsible for paying any and all costs that it incurs in connection with the preparation and submission of its Response, together with any and all expenses associated with travel to and/or participation in any interview, other meeting, or presentation. In no event will the District reimburse any Architect for any such costs or expenses.

#### **Disclosure of Responses**

The District will consider each Response to be a public record, which the District may disclose in accordance with California law or otherwise. In that regard, Responses shall not be deemed or construed to include any proprietary or other confidential information, and the District shall not be

responsible or liable for disclosure of any information included in an Architect's Response that the Architect believes is proprietary or other confidential information.

#### Ownership of Documents and Use of Ideas

All Responses and other materials submitted in response to this RFP shall become the property of the District, and the District shall have no obligation to return any such materials to the Architect that submitted them. The District may use any ideas set forth in a Response, regardless of whether the District selects the Architect that submitted the Response to perform the services in this RFP.

#### District Review of Services

The District may review or may at any time contract for the services of an independent consultant that will assist the District with, among other things, review of architectural services received by the District, and contracts for architectural services shall require that the Architect fully cooperate with such efforts on an "open book" basis.

#### Unethical Behavior

By submitting a response, an Architect shall be deemed to represent and warrant that neither it or any of its agents or other representatives gave or offered to give any gratuity (in the form of entertainment, money, gifts, or anything else of value) to any District board member, officer or employee, with the intent or goal of obtaining favorable treatment with respect to the selection of the Architect to perform the services contemplated in this RFP. If the District determines that an Architect has breached or violated such warranty, the District may terminate, in whole or in part, any contract that it has with such Architect, and the Architect shall be responsible and liable for any associated losses and/or damages incurred by the District. The rights and remedies of the District pursuant to this paragraph are not exclusive and are in addition to any other rights and remedies the District may have pursuant to law or contract.

#### District Rights

The District expressly reserves the rights to: (i) select the Architect that the District is most highly qualified and competent to provide the services contemplated in this RFP; (ii) in its reasonable discretion, reject any Responses that do not comply with the requirements of this RFP; and (iii) reject all Responses, regardless of whether the District issues a new or alternate request for proposals.

## **REQUIRED CONTENT OF RESPONSE**

In order to be considered responsive to this RFP, an Architect's Response must include all of the information described, and in the order set forth, below.

### **Cover Letter (one page).**

An Architect may include in its Response a letter that briefly summarizes the Response. The letter must be signed by a person with authority to act on behalf of and bind the Architect.

### **Table of Contents (one page).**

Include a list of the headings and corresponding page numbers for everything included in the Response that follows the table of contents.

### **Architect/Firm and Contact Information (one page).**

Specify: (i) the Architect's full legal company name; (ii) the Architect's type of legal entity (e.g., corporation, limited liability company, *et cetera*) and the state in which the Architect was organized (e.g., California, Delaware, *et cetera*); (iii) the address and telephone number of the Architect's principal business offices; (iv) the names and titles of, as applicable, the Architect's principal owners and officers; and (v) the address and telephone number of the Architect's business office that, if awarded the contract, will manage and perform services for the District.

### **Key Personnel (one page).**

Identify all "key" management and professionals whom the Architect intends to assign to the Facilities Master Plan Update project, specifying their respective qualifications and experience regarding planning, design, funding, and construction administration of public-school facilities projects in California, with particular emphasis on their experience preparing Facilities Master Plans. Include an affirmative statement that each of such personnel are fully qualified, experienced, and, as applicable, properly and appropriately licensed to perform the services that will be assigned to them. Include individual resumes or profiles for such key personnel, as attachments to the Response.

### **Qualifications and Experience (three pages).**

Describe the Architect's qualifications and experience, within the immediately prior ten years, with respect to planning, design, funding, and construction administration for school facilities of California School Districts. Place particular emphasis on qualifications and experience pertaining to the preparation of Facilities Master Plans. Include, in an attachment to the response, a list of Facilities Master Plans for which the Architect has provided services within the immediately-preceding ten-year period, specifying for each project: (i) the name of the school district; (ii) the name and telephone number of the school district's primary contact person for purposes of the project; and (iii) the general scope and complexity of the work performed (e.g., content of Facilities Master Plan, number of facilities

analyzed, *et cetera*).

Services Methodology and Philosophy (one page).

Describe the means, methods, and/or processes the Architect will implement to determine and fulfill the District's requirements and expectations for the Facilities Master Plan Update Project. Describe how the Architect will provide excellent customer service, as well as the Architect's strength and stability as a business concern, and its advantages over its competitors with respect to the preparation of the Facilities Master Plan Update.

Sub-Consultants

Specify any portion of services that will need to be performed by sub-consultants to the Architect, because the Architect does not typically perform those services "in-house". Include an outline of the process that the Architect proposes to use for the selection of sub-consultants that will perform portions of the Facilities Master Plan Update.

Proposed Fee

Provide a proposed fee for services, based on the Architect's understanding of the work to be performed. The proposed fee should be all-inclusive, covering all aspects of the Facilities Master Plan Update services, including mileage, travel, and all other reimbursable expenses. The District requests the proposed fee be presented in a schedule of values format by phase, which will be utilized for invoicing purposes.

Additional Information (two pages)

Provide any additional, specific information that the Architect believes is relevant or that the architect could not otherwise fit within the number of pages permitted for the information to be provided pursuant to the foregoing portions of this section. Please note, however, that general marketing materials (i.e., information not specifically relevant to performances of Facilities Master Plan update services for the District) are neither necessary nor desired.

Certification Regarding Response (one page).

Include a written certification signed by an authorized representative of the Architect as follows: "The undersigned hereby certifies, subject to penalty for perjury in accordance with the laws of the State of California, that: (i) the Architect identified in this Response has duly authorized the undersigned to submit this Response on the Architect's behalf; and (ii) the information set forth in this Response is all true and correct, and constitutes a complete, unequivocal, and not misleading response to the requirements of the RFP." The name and title of the person signing the certification must be legibly set forth below the person's signature.

## **EVALUATION OF RESPONSES**

### **Evaluation Process**

Prior to evaluating and ranking the substantive content of a Response, the District may reject the Response if it: (i) is conditional, incomplete, includes irregularities or inconsistencies, or in any manner does not satisfy or conform with the requirements of this RFP; or (ii) as determined by the District, is in any way or to any extent misleading, regardless of whether intentionally, negligently, or otherwise.

The District, in its sole discretion, may designate one or more people to evaluate and score the Responses on behalf of the District, which may include, but is not limited to, District employees, independent consultants, and/or others with relevant qualifications and/or experience.

The District, in its sole discretion, may: (i) schedule and conduct interviews with any one or more of the responding Architects (provided that no Architect shall have the right to be interviewed); (ii) contact and confer with representatives of other entities for which an Architect has provided services or that have provided services to any Architect; (iii) request any additional information from any Architect; (iv) contact any Architect's past or current clients to obtain or verify any information pertaining to the Architect; and/or (v) otherwise seek confirmation of information set forth in any Response. Any information gained by the district as a result of such activities may be used to assist with the selection of an Architect. In the absence of any such activities or information, the District will evaluate and score any particular Response based on the information included in that Response.

Each person evaluating Responses on behalf of the District will independently score each response, using the evaluation criteria set forth below. If a Response does not satisfy the pass/fail criterion, the District will reject and not further score the Response. Each evaluation category (other than pass-fail) will be awarded a score from zero to a specified maximum number of points. The final score in each evaluation category awarded to an Architect will be the average of the scores determined by the individuals who are evaluating Responses on behalf of the District. Upon completing the evaluation of all Responses, the District will rank Responses from highest ranked to lowest ranked. The highest ranked firm will be contacted and the District reserves the right to negotiate with that firm on any aspect of their Response, including proposed fees. If the District and highest ranked Architect are unable to reach agreement, the District will open negotiations with the next highest ranked firm, *et cetera*.

### **Evaluation Criteria**

The District will evaluate and score each Response based on the following criteria/categories:

**Response Content and Formatting (pass/fail):** To facilitate consistent and efficient review and evaluation by the District, each Response must substantially comply with the content and formatting requirements. Responses that do not so comply may be rejected and not further scored.

**Qualifications and Experience (maximum 100 points):** The score awarded for this category may range from zero to 100 points, depending on the District's assessments of the Architects' qualifications and

experience specifically relating to facilities master planning services provided to California public school districts.

**Services Methodology and Philosophy (maximum 100 points):** The score awarded for this category may range from zero to 50 points, depending on the District's assessments of the Architects' methodologies and philosophies with respect to performing the services described in this RFP while providing excellent customer service. The District will award relatively higher scores to Architects demonstrating that their methodologies and philosophies will result in the District receiving excellent customer service.

**Additional Information (maximum 50 points):** The score awarded for this category may range from zero to 50 points, depending on the District's assessments of whether the additional information provided by an Architect demonstrates particular qualifications and experience with respect to the master planning services desired by the District or otherwise evidences a strong ability to perform the services described in this RFP. The District will review negatively any general marketing materials or other additional information that does not relate to an Architect's experience, qualifications and/or ability to perform the services as are specifically required for the Facilities Master Plan Update.

**Proposed Fees (maximum 100 points):** The score awarded for this category may range from zero to 100 points, depending on the District's assessments of the proposed fee for the Facilities Master Plan Update services provided by an Architect, relative to proposed fees provided by the other Architects. Scoring will also be based on the District's assessment of whether the proposed fee represents an all-inclusive fee not subject to future changes as well as the amount of proposed reimbursable expenses.

**Overall Assessment (maximum 50 points):** The score awarded for this category may range from zero to 50 points, depending on the District's assessments of the Architect's respective qualifications overall, based on the Responses to this RFP and, if applicable, interviews with selected Architects and other information that is made or becomes available for review. Such overall assessment may include, among other things, an evaluation of whether the Architect's key personnel have the interpersonal skill necessary to be a good fit with District personnel.

## **QUESTIONS REGARDING THIS REQUEST**

### **Submission to District**

Questions regarding this RFP should be set forth in writing and sent via email to: Scot Jaffe, Director of Maintenance and Operations, Albany Unified School District at [sjaffe@ausdk12.org](mailto:sjaffe@ausdk12.org) with a cc to [jbarroso@dcaia.com](mailto:jbarroso@dcaia.com) and [vrojas@dcaia.com](mailto:vrojas@dcaia.com). The email subject line should be specified as "Question Regarding Facilities Master Plan Update Services RFP."

### **Responses to Questions**

The District will, to the extent it is able, respond to questions regarding this RFP that it receives by the cut-off date. If the District responds to a question, it will send the question and corresponding response to all of the Architects that have previously confirmed interest in this RFP.

### Deadline for Questions

Architects that have registered with the District may submit questions regarding this RFP at any time prior to the Deadline for Submitting Questions.

### **SUBMITTAL OF RESPONSES**

#### Number of Copies

In order to be deemed responsive to this RFP, Architect must submit to the District one electronic copy of its Response, in PDF format via email to: [sjaffe@ausdk12.org](mailto:sjaffe@ausdk12.org), with a cc to [jbarroso@dcaia.com](mailto:jbarroso@dcaia.com) and [vrojas@dcaia.com](mailto:vrojas@dcaia.com).

#### Deadline

Each Architect shall be solely responsible for ensuring that its Response is received by the District prior to the Deadline for Submitting Responses. The District, in its sole discretion may, but shall not be required to, consider any Response received by the District after the Deadline for Submitting Responses

Thank you for your interest in working for Albany Unified School District and we look forward to your participation in the interview process.