

**REQUEST FOR QUALIFICATIONS AND PROPOSALS (“RFQ/P”)
FOR
PROFESSIONAL PLANNING SERVICES FOR
FACILITIES MASTER PLAN
JULY 25, 2022**

The San Ramon Valley Unified School District (“**SRVUSD**”) is requesting submission of statements of qualifications and proposals (“**Response(s)**”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) to provide professional services relating to the development of a District-Wide Facility Master Plan (FMP) to further guide facilities planning and improvements District-wide.

SCOPE OF SERVICES

The District seeks a variety of master planning services including, but not limited to:

- Develop a viable communication and public Outreach Plan
- Review historical documents related to Facilities
- Identification, Review and Incorporation of Facilities Needs
- Review and Incorporation of Principal Meeting Notes Conducted by District Staff
- Identify, Review and Update Project Costs Identified by District Staff
- Update Capacity Study including consideration of All Day TK & K
- Develop a Preliminary Outdoor Classroom Approach including Design Standards
- Develop a Preliminary Kitchen/Child Nutrition Master Plan
- Identify Facilities Assessment & Deferred Maintenance for Each Campus
- FMP Update presentation at the Board Workshop in Summer 2023

Respondents to this Request for Qualifications and Proposal (“RFQ/P”) should mail or deliver six (6) bound copies, one (1) unbound copy, and one (1) electronic copy on flash drive of their Statement of Proposal (“SOP”), as further described herein, to:

**ERIN HIRST
DIRECTOR OF FACILITIES
Facilities Development Office
San Ramon Unified School District
3280 Crow Canyon Road,
San Ramon, CA 94583**

**ALL RESPONSES ARE DUE BY 3:00 P.M., AUGUST 26, 2022
FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED**

Questions must be submitted in writing to Renee Kanalakis, at rkanala@srvusd.net on or before August 15, 2022 at 3:00 P.M.

Answers will be e-mailed to all invitees by 3:00 P.M. on August 19, 2022.

Each SOP must conform and be responsive to the requirements set forth in this RFP.

The District reserves the right to waive any informalities or irregularities in received proposals. Further, the District reserves the right to reject any and all SOPs and to negotiate contract terms with one or more respondent firms for one or more of the work items.