



**Oxnard Union High School District
1800 Solar Drive, Floor 2
Oxnard, CA 93030**

**Request for Statements of Qualifications and Proposals (RFQ/P) #714
Architectural Services for the Measure E Bond Program**

RFQ/P Issued:	November 12, 2025
First Advertisement:	November 12, 2025
Second Advertisement:	November 19, 2025
Questions Due:	December 1, 2025
Responses Due:	December 19, 2025
Interviews:	January 12, 2026
Selection by Governing Board:	January 21, 2026

Request for Qualifications and Proposals (“RFQ/P”) Architect Services for the Measure E Bond Program

Oxnard Union High School District (“**District**”) is requesting submission of statements of qualifications and proposals (“**Responses**”) from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Firm(s)**”) to establish a pool of qualified architects to perform construction, maintenance, repair or related architectural design services as needed and directed by the District (“**Project(s)**”).

This request is not a formal request for bids or an offer by the District to contract with any firm responding to this Request for Qualifications and Proposals (“**RFQ/P**”). The District intends to choose one or more firms that respond to this RFQ/P to include in its pool of qualified firms. Inclusion in this pool and any award of a contract will be subject to the District’s Board’s approval. **All Firms that have been in the District’s architect pool over the past few years must still respond to this RFQ/P.**

Firms that intend to submit a Response must be:

- Insured;
- Either be a licensed architect, or engineer; and
- Must maintain a full-service office within seventy-five (75) miles of the District.

1. Critical Dates

Submittal Due Date: December 19, 2025 by 4:00 P.M.

Respondents to this RFQ/P are to email their **pdf file submittal** with the subject line “Statement of Qualifications - OUHSD Architectural Services RFQ/P #714” **no later than Friday, December 19th, 2025 at 4:00 p.m. (PST)** to:

Ann Marie Johansen
District Advocates Group
annmarie@dagk12.com

Submittals in other formats (i.e., faxed or hard copy delivery or mail) will not be accepted. Submittals not received by the deadline will not be accepted and will be returned unopened.

Questions regarding this RFQ/P must be emailed to Ann Marie Johansen annmarie@dagk12.com by 4:00 p.m. (PST) on December 1, 2025. Responses will be issued via addendum posted on the District website <https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals> by December 5, 2025. **Firms are not to contact any District personnel directly with inquiries regarding this RFQ/P.**

Interview Date: January 12, 2026

The selection of an architectural firm(s) is a critical decision. Therefore, the District intends to conduct in-person interviews for finalist firms after reviewing submissions. Performance in the interview will be a key factor for final selection. Interviews are tentatively scheduled for Monday January 12, 2026 in the morning (subject to change if needed by the District). The location will likely be the District Office. Interviewees will be notified as to exact date, time, location, and other related logistics. Interviewees will also be provided information as to what to expect and how to prepare for the interview.

Selection Date: January 21, 2026

The District is seeking to review and select one or more architectural firms quickly in light of the recent passage of Measure E in the November 2024 General Election. The District intends to present its recommended firms at the January 21, 2026 Board of Trustees Meeting (subject to change if needed by the District).

RFQ Response Schedule Summary

The District reserves the right to alter the proposed schedule without prior notice.

DATE	EVENT	TIME DEADLINE
11/12/2025	Release and Advertisement of RFQ/P - Architectural Services for the Measure E Bond Program	
11/12/2025	First Advertisement	
11/19/2025	Second Advertisement	
12/1/2025	Deadline for submission of written questions and comments to the District concerning RFQ/P and proposed architectural services agreement	4:00 P.M.
12/5/25	Date by which the District will post responses to timely submitted questions and comments via online addendum	
12/19/2025	Deadline for all submittals in response to RFQ/P	4:00 P.M.
1/05/2025	Release of shortlist of qualified Respondents	
1/12/2026	Interviews of qualified Respondents	
1/15/2026	Notification to selected Respondent(s)	
1/21/2026	Board Meeting – Award Approval Date	

2. Project Description

Oxnard Union High School District voters approved Measure E in November 2024. Measure E authorized the District to issue up to \$285 million in school facilities improvement bond funding. The District is seeking experienced and proven design professionals to provide planning, programming, design, and construction administration services on an as-needed basis for the District's Measure E Bond Program. Utilizing Measure E and other funds, the District intends to construct, modernize, and/or renovate school site buildings, classrooms, facilities, and related infrastructure as described on its website at <https://www.oxnardunion.org/departments/business-services/measure-e>. The District's school site and related property are exclusively owned and under the jurisdiction of the District.

The District intends to select one or more firms for its Measure E bond program architectural pre-qualified pool. The District reserves the right to modify this strategy over the course of the Measure E program. By submitting a Response, a Firm agrees it is willing to provide and coordinate its services for the bond program, delivered in traditional and non-traditional methods (for example, CM at-risk, design-build or lease-leaseback delivery methods).

3. Scope of Work - Architectural and Project Management Services

3.1. **General.** The District invites qualified Firms to submit a Response related to its ability to provide the Services, as more fully indicated herein. Firms must have extensive experience with the Office of Public School Construction ("OPSC"), the Uniform Building Code ("UBC"), Title 24 of the California Code of Regulations, and the Division of the State Architect ("DSA"). Firms must have extensive experience in the design of public school facilities in addition to being a public school district representative, working with construction managers, contractors and other school facility related consultants, and establishing project scope and project budgets.

3.2. **Scope of Services.** One or more Firm(s) will be selected to be part of the District's pool of architects for District projects on an as-needed basis. The selected Firm(s) must be prepared to perform some or all of the Services described in the form of **Agreement for Architectural Services ("Agreement")** attached hereto as **Attachment A**. This agreement will be the form of agreement that the architect must execute. Any statement of qualifications and proposal submitted in response to this RFQ/P (including the proposed contract price) must be based on the scope of services, obligations, and other terms of this RFQ/P and the attached agreement. The exact scope for each project will be determined by the District on a project-by-project basis, depending on the needs of each project.

3.3. **Establishing Pool / Award of Contracts.** The District will not award any projects via this RFQ/P. The District intends to use this RFQ/P to establish a pool of qualified architects. The District will then solicit proposals from some or all members of the pool for projects later identified by the District.

Respondents to this RFQ/P should be aware that the District is seeking qualified firms that possess the capacity to provide a range of project oversight and construction administration related services, in addition to architectural services as described. The District is seeking architectural firms that also possess the internal capacity and experience to provide project management services in partnership with existing District resources as part of the bond program's scope of work.

If a proposing firm intends to suggest any edits to the agreement form, they must be submitted via email to Ann Marie Johansen by the Questions deadline of December 1, 2025 at 4:00 P.M. to allow the District time to consider the suggestion and, if a revision is made, issue an addendum via the District's website. **No proposed edits will be considered after this deadline, or after submission of proposals.**

4. Statement Format and Content

If a proposing firm has any questions (including questions about the form of agreement), they must be submitted via email to Ann Marie Johansen by the Questions deadline of December 1, 2025 at 4:00 P.M. to allow the District time to review and issue answers via an addendum posted to the District's website.

The statement of qualifications should be clear, concise, complete, well organized, and demonstrate the respondent's ability to follow instructions.

One (1) electronic copy shall be emailed to Ann Marie Johansen at annmarie@dagk12.com. Submittals shall be no more than thirty-five (35) single-sided pages in total length. Please include only relevant information and refrain from non-essential marketing content.

Proposal cover sheets, section tabs, separators, or other organizational elements of proposals **will not** count toward the total page limit indicated above. The total page limit will pertain to pages that contain text and/or graphics that are intended to meet the requirements of the RFQ/P.

All respondents are requested to follow the order and format specified below. Please tab each section of the submittal to correspond to the numbers/headers shown below.

The cover of the proposal shall include the RFQ/P's title and submittal due date, the name, address, appropriate email addresses, and the telephone number of the responding firm (or firms if there is a joint venture or association). The cover should also identify the proposed lead architect for the Project.

The table of contents shall include complete and clear listings of headings and pages to allow easy reference to key information.

The following sections should be included in the statement in the order listed:

A. Cover Letter

A cover letter signed by an authorized officer of the firm submitting the statement, or signed by another person with authority to act on behalf of, and bind the firm. Indicate contact person(s) for this Project.

B. Mandatory Qualifications (may be highlighted in cover letter)

Respondents must hold an architect's license which is current, valid and in good standing with the California Architects Board. Respondents must have the necessary qualifications to provide the requested services in accordance with this RFQ/P, the Agreement, and California law. Provide the following information for each license:

1. Name of license holder exactly as on file.
2. License number, issuance date, and expiration date.
3. Whether license has been suspended or revoked in the past five (5) years. If so, explain.

C. Organization, Credentials, and General Background

Please provide a brief history of your organization, including:

1. Number of years the organization has been in business.
2. Location of the office that will perform the work required by this RFQ/P.
3. A bulleted list of basic services provided by your organization - including project management and/or construction administration related services.

D. School Facilities Planning, Design, and Project Management Experience

Provide a brief overview of the experiences/background of your firm in providing design, contract administration, and related project management and/or oversight services for public school facilities as required by this RFQ/P. Provide four (4) examples of relevant public school facilities work (similar to projects detailed in the District's facilities master plan) performed over the last five (5) years, including start and finish dates, project cost, contractor, owner, and owner contact information.

E. Past Performance Record

If any of the following has occurred, please describe in detail the circumstances for each occurrence:

1. Failure to enter into a contract once selected/awarded.
2. Withdrawal of a proposal as a result of an error.
3. Termination or failure to complete a contract.
4. Debarment by any municipal, county, state, federal or local agency.
5. Involvement in litigation, arbitration or mediation.

6. Conviction of the firm or its principals for violating any federal or state law related to architecture practice or contract performance.
7. Knowing concealment of any deficiency in the performance of a prior contract.
8. Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
9. Willful disregard for applicable rules, laws or regulations.

F. Project Team

1. Identify key team members for this scope of work and provide a brief description of their relevant training and experience. Separate resumes for individual team members are not required.
2. Describe how the scope of work would be staffed.
3. Provide a list of all of your proposed consultants for the scope of work.
4. Provide an organization chart for the scope of work.
5. List any portion of your firm's basic services that will be performed by local firms. A local firm may be your firm or any subconsultant that has an office within the District's borders.
6. Include an executed Fingerprinting Notice and Acknowledgement form (see *Attachment B*).

G. Client Satisfaction/References

Provide a list of at least four (4) California K-12 educational client references for which your organization has performed design services similar to those required by this RFQ/P in the last (5) five years. References must include:

1. Name, email, mailing address, telephone number, and a contact person of the project owner.
2. Name, email, mailing address, telephone number and a contact person for the contractor(s) working on the project(s).
3. Provide a general description of the services your firm provided to the agency.

H. Insurance

Attach a letter from your insurance company indicating your firm's ability to provide insurance. The following is a tentative schedule:

1. A.M. Best financial rating of A-,VIII.
2. Commercial General Liability Insurance: Commercial general Liability Insurance shall be at least as broad as Insurance Services office General Liability Coverage (Occurrence Form CG 0001), with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage/ Two Million Dollars (\$2,000,000) aggregate.
3. Automobile Liability Insurance: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile

- Liability, Code 1 (any auto), with coverage limits of at least One Million Dollars (\$1,000,000) for bodily injury and property damage each accident limit.
4. **Workers' Compensation and Employer's Liability Insurance:** The selected Architect shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on the Project, in accordance with the "Workers Compensation and Insurance Act," Division IV of the California Labor Code. The selected Architect shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease.
 5. **Errors and Omissions Insurance:** errors and omissions insurance on a claims made basis with a limit of at least Five Million Dollars (\$5,000,000) with a deductible in an amount not to exceed the sum of Ten Thousand Dollars (\$10,000).
 6. All insurance will be in a form and with insurance companies acceptable to the District.
 7. Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State.

I. Current and Contracted Projects

Provide a general description of your firm's projects currently underway and those contracted for but not yet underway. Please explain how your firm will be able to effectively manage and perform the District's scope of work while also managing and performing the work of other client agencies.

J. Proposed Compensation

1. Compensation.

- 1.1. **Fee Schedule.** Please provide a current fee schedule for the types of service(s) that you offer. If referencing basic services costs, include typical staffing expectations and variations that the District could expect for specific types of projects, if applicable.
- 1.2. **Billing Practices.** Please also provide detailed information on your billing practices (i.e. lump sum, percentage-based, other), including reimbursable cost categories and hourly billing rates by position for additional services. Please indicate the Firm's standard charge for modernization / new construction, and portables/modular.
- 1.3. **Fixed Fee / Percentage.** Please indicate whether the Firm will agree to the "OPSC Fee Schedule" (modernization, new construction, and portables/modular) and the circumstances that might impact that position.

1.4. **Alternative Pricing.** The District is willing to entertain alternate pricing proposals. Please provide any proposed alternative pricing methods, if any, and identify what types of projects (modernization, new construction, etc.) that the Firm's proposed pricing method will apply to.

1.5. **Additional Costs.** Identify any additional fees, costs, expenses or reimbursable fees for which the Firm would be seeking compensation.

K. **Required Forms. Please include completed copies of the following forms:**

Attachment B:	Fingerprinting Notice and Acknowledgement Form
Attachment C:	Non-Collusion Affidavit

5. Selection Process

- A. The purpose of this RFQ/P is to enable the District to select the most qualified firms with whom the District may enter a contract for the design of various projects pursuant to the attached architect agreement.
- B. The District will use the selection and negotiation process outlined below. A review and selection committee composed of key District officials and consultants will review and evaluate all submittals, and may conduct interviews.
- C. Statements and proposals will be opened privately to assure confidentiality and to avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be subject to release to members of the public if specifically requested under applicable law.
- D. The following items will be considered by the District in the evaluation and selection process:
- Conformance of the submission to the specified format.
 - Organization, presentation, and content of the submission.
 - Qualifications and experience, especially on public school construction.
 - Ability to work with diverse decision makers.
 - Creative problem-solving capabilities.
 - Experience with a variety of construction delivery methods.
 - Strength of client recommendations.
 - Performance on past projects.
 - Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner within the District's financial constraints and time frames.
 - Reasonableness of proposed compensation for all architect services for the entire Project, including the amount of the not-to-exceed cap.

6. Interviews, Selection, and Contract Negotiations

The District intends, but is not obligated to, conduct interviews with the architects that respond to this RFQ/P. If conducted, the interviews will be held on a date, time, and location determined by the District. At this time, the District intends to conduct interviews for selected finalists on Monday, January 12, 2026.

The Firm's key proposed staff will be expected to attend the interview. The interview will be an opportunity for the District to review the Response, the Firm's history, and other matters the District deems relevant to selecting the Firm. The interview will start with an opportunity for the Firm to present its Response and its team.

District staff will not present an architect or the agreement to the Board for approval and award until the agreement's terms, including the amount of compensation, are finalized and the Architect signs the agreement. The District is under no obligation to enter an agreement with any of the proposing entities. The District reserves the right to award the contract to the entity the District deems most suitable to undertake the Project based on many factors, including demonstrated competence, qualifications for the types of services to be performed, and a fair and reasonable price. The District further reserves the right to reject any or all statements, or waive any irregularities in any of the statements submitted pursuant to this RFQ/P.

7. General Information

Amendments: The District reserves the right to cancel or revise this RFQ/P in part or in its entirety. If the District cancels or revises the RFQ/P, respondents will be notified by an addenda posted to the District's website at <https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals>. It is the responsibility of proposers to regularly check the website for any posted addenda. The District also reserves the right to extend the date responses are due, or postpone the interview date.

Inquiries: Any questions concerning this RFQ/P, or selection process may be directed to:

Ann Marie Johansen
District Advocates Group
annmarie@dagk12.com

Replies involving any substantive issues will be issued via addenda to the District's website. It is the responsibility of proposers to regularly check the site for any posted addenda.

8. Special Conditions

Non-Discrimination: The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability, or gender in consideration for an award of contract.

Costs: Costs of preparing a statement in response to this RFQ/P are solely the responsibility of the Respondent.

Limitations: This RFQ/P does not commit the District to award a contract, to defray any costs incurred in the preparation of a statement pursuant to the RFQ/P, or to procure or contract for work. The District reserves the right to waive any irregularities in the statements received pursuant to this RFQ/P, or in the process outlined herein for selection of an architect for the Project.

9. Attachments

The following documents are attached to this RFQ/P:

- Attachment A: Form of Agreement (Sample Agreement)
- Attachment B: Fingerprinting Notice and Acknowledgement
- Attachment C: Form Non-Collusion Declaration

##