

Los Angeles Unified School District
PROCUREMENT SERVICES DIVISION

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ADDENDUM NO. 1

Date Issued: August 1, 2025

RFQ No.: R-25065

Project: MECHANICAL ENGINEERING TASK ORDER CONTRACTS

- NOTE:**
- 1. The Statement of Qualifications due date is AUGUST 8, 2025.**
 - Proposers are reminded that this procurement is governed by the Contractor Code of Conduct (Exhibit D to the RFQ document).
 - Proposers are reminded of the District's Ethics policies. Please review the District's Ethics guidelines at https://www.ca-ilg.org/sites/main/files/file-attachments/lausd_ethics_brochure.pdf?1441313803

This Addendum No. 1 forms a part of the Request for Qualifications (RFQ) and Contract Documents. This Addendum is comprised of 6 pages, including this cover page.

Acknowledge receipt of this Addendum No. 1 in your firm's cover letter as part of your SOQ submittal.

Clarification or any other notice of a change in the RFQ will be issued by the District and only in the form of a written response/addendum posted on the District's website. Any other purported unofficial responses related to this RFQ via telephone, virtual meetings, e-mail messages outside of the RFQ process and during the Cone of Silence period are void and unenforceable.

ALL TERMS AND CONDITIONS OF THE RFQ SHALL REMAIN THE SAME.

Issued by:

Cimone Watson
Contracting Officer
cimone.watson@lausd.net

LAUSD RFP/RFQ/IFB Website <https://mo.laschools.org/fis/fcs/rfpqm-psc/>

Register at this website to download the RFQ and forms.

Only downloading the RFQ at our website will guarantee you receive all Addenda through email notifications.

RFQ R-25021 MATERIALS TESTING & SPECIAL INSPECTION SERVICES

Addendum No. 1

(Issued May 6, 2025)

1. **Remove and replace page ii (of iv), Important RFQ Timeline.**
2. **Remove and replace page 4 (of 15), Section 5. Response to this Request for Qualifications, A. Firm Information.**
3. **Remove and replace page 6 (of 15), Section 5. Response to this Request for Qualifications, C. Firm Experience and D. Design Quality.**
4. **Remove and replace page 9 (of 15), Section 6. Selection Process.**

END OF ADDENDUM NO. 1

REQUEST FOR QUALIFICATIONS

MECHANICAL ENGINEERING TASK ORDER CONTRACTS IN SUPPORT OF A&E SERVICES

LOS ANGELES UNIFIED SCHOOL DISTRICT PROCUREMENT SERVICES DIVISION

IMPORTANT RFQ TIMELINE

All dates, timeframes, and schedules provided in the RFQ documents are the dates anticipated by the District but are subject to change without notice.

RELEASE OF RFQ: **July 18, 2025**

NON-MANDATORY PRE-PROPOSAL MEETING: **July 25, 2025, at 10:00 a.m.**

RSVP by July 24, 2025
to **cimone.watson@lausd.net** and **AEContracts@lausd.net**
and reference RFQ No. R-25065 in the Subject line

QUESTIONS DUE BY: **July 30, 2025**

DISTRICT RESPONSES TO QUESTIONS: **August 1, 2025**

SUBMITTALS DUE BY: **August 8, 2025**

Please refer to RFQ submittal instructions.
Provide one (1) Statement of Qualifications (SOQ)
via e-mail to **aecontracts@lausd.net**.

ESTABLISH LIST OF SELECTED FIRMS: **October 2025**

Projected/estimated schedule

CONTRACT START DATE (Tentative) **TBD**

CONE OF SILENCE:

To ensure a level playing field with an open and uniform competitive contracting process, Prospective Proposers and their Representatives must maintain a Cone of Silence from the time the Request for Qualifications (RFQ) is announced or posted online and until the District releases the list of prequalified A-E Firms.

During the time under the Cone of Silence, Contractors and their Representatives are prohibited from making any contact on any part of the RFQ with any LAUSD official as this could appear to be an attempt to curry favor or influence. An "LAUSD official" is broadly defined to include "any board member, employee, Contractor or advisory member of LAUSD" who is involved in making recommendations or decisions for LAUSD. To do so may subject the Contractor to disqualification.

Please direct all verbal and written communications to the Contracting Official, Cimone Watson at **cimone.watson@lausd.net and **aecontracts@lausd.net**.**

5. RESPONSE TO THIS REQUEST FOR QUALIFICATIONS

Responses to this request are limited to 20 single-sided pages, **not** including cover letter, District forms, copies of Key Personnel's current California Professional Engineering Licenses, copies of CHPS or LEED Accreditations, Small Business Enterprise (SBE) Certificates and Work-Based Learning Plan (WBLP). Responses must address the items below and shall address each criterion separately **in the order presented**. Begin with a **cover letter** which must be signed by the authorized officer of the proposing firm and provide the following in the order listed:

A. FIRM INFORMATION *(Not weighted – for informational purposes only)*

- 1) Complete **Attachment 1 – Minimum Qualifications** and provide all supporting documents as requested within the attachment.
- 2) Complete **Attachment 2 – Firm Information Form** and a copy of the Proposer's business license and California Department of Industrial Relations (DIR) Registration Number.
- 3) Complete and sign all **Attachment 3 – Proposal Certification Forms**. Certifications include:
 - a) Certification A. Compliance to District Ethics Policy,
 - b) Certification B. Conflict of Interest,
 - c) Certification C. Certification of Proposal, and
 - d) Certification D. LAUSD Ethics and Integrity Standards.
- 4) In a narrative under the heading **Firm History/Structure**, provide a brief synopsis of the firm's history, structure, and simple organization chart including proposed Los Angeles Metropolitan Area staff.
- 5) As part of the narrative under the heading **Litigation**, describe any litigation including case number and court, pending litigation, threatened litigation, settlements, and notices of termination against your firm or its owners for the past seven (7) years.

Address any litigation/lawsuits, current or anticipated, that might affect the firm's ability to provide services including but not limited to debarment of proposer by any municipal, county, state, federal, or local agency; termination for default under a contract awarded by a public entity to the Proposer; conviction of the Proposer or any of their principals or officers for violation of a state or federal antitrust law involving bid rigging, collusion, or restriction on competition between bidders, or conviction of violating any other federal or state law relating to bidding or contract performance; determination of Proposer as a non-responsible bidder by any municipal, county, state, federal, or local agency; any suspension, revocation, or other disciplinary proceeding relating to a contracting or professional license issued to Proposer; any felony convictions within the past ten (10) years by any person who is an owner, director, officer, or managing employee of the Proposer. Failure to disclose any circumstances requested in the preceding paragraphs is grounds for disqualification. Any such litigation, settlement, arbitration, or other proceedings commencing after the submission of a Proposal **shall be disclosed in a written statement to the Contract Administration Analyst within 30 days of its occurrence**. Details of settlements that are prevented from disclosure by the terms of the settlement may be annotated as such.

C. FIRM EXPERIENCE

(WEIGHTED VALUE – 25%)

In a narrative under the heading **Firm Experience**, provide:

- 1) Using **Attachment 5 – Firm’s Project Experience**, provide three (3) of the firm’s past projects, completed in the past ten (10), years that exemplify items a through e. District reserves the right to use District performance evaluations and the firm’s responses on file with the District. Client references may be utilized to evaluate the firm’s past performance on both District and non-District projects. ***It is imperative that current contact information is provided for each listed reference in the Firm Experience Form.***
 - a. Indicate proposing Firm’s experience providing Mechanical Engineering Services to large public agencies and in particular K-12 educational entities.
 - b. Demonstrate how the Firm has a knowledge of code requirements for public school buildings in California.
 - c. Experience and quality of work with public works projects.
 - d. Experience and quality in providing project review and plan approval processing for K-12 schools.
 - e. Experience with DSA.
- 2) Indicate firm’s experience providing Mechanical Engineering Services to large public agencies and in particular K-12 educational entities with the following types of projects.
 - a. Experience and quality of K-12 school Fire Protection and Plumbing work.
 - b. Experience and quality of K-12 school HVAC work.
 - c. Experience and quality of K-12 school Access Compliance work.
 - d. Experience in Construction Administrations.
 - e. Experience and quality in providing project review and plan approval processing for K-12 schools.
 - f. Experience with DSA.
 - g. Experience in commissioning process.
 - h. Experience in CHPS/LEED.
- 3) Demonstrate how the firm has a thorough knowledge of code requirements for public schools buildings in California.
- 4) Demonstrate how the firm has a thorough knowledge of Division of State Architect and California Department of Education and demonstrate experience with Local Municipal Agency Public Works plan preparation, review, and approval process.
- 5) Provide your response time (time to get from your location to any District site) for a call during (1) standard business hours, (2) evening hours, and (3) weekend hours.

D. DESIGN QUALITY

(WEIGHED VALUE – 23%)

This selection criterion evaluates the firm’s understanding of design issues related to learning environments, relevant construction methods, quality control, and sustainable design. In a narrative format:

school. The sequence of experiences varies in purpose and level of intensity. During the early years, the Linked Learning experience begins with guest speakers, educational tours, and activities aimed at fostering career exposure and exploration. This initial phase is designed to teach students about the various fields available for post-secondary study and career development. In subsequent years, students are engaged in job shadowing, workplace tours, and mentorship programs, which provide opportunities for more in-depth engagement in activities that have an impact beyond the classroom and create a platform for multiple options after high school. Culminating experiences include internships, service learning, apprenticeships, and professional training programs intended to prepare students for successful entry into the workplace and post-secondary education.

Word versions of Attachments 1 – 9 are available at the website listed under this Request for Qualifications (RFQ) No. R-25065 at <https://mo.laschools.org/fis/fcs/rfpqm-psc/>.

The submittal shall be limited to 20 pages, **not** including the cover letter, Attachment forms, SBE/Micro-SBE/VBE/DVBE/MBE/WBE Certificates; licenses; and certifications. *Certificates of Insurance are required before the commencement of work, but not as part of any response to this RFQ.*

6. SELECTION PROCESS

The submittals will be evaluated and scored by an evaluation panel consisting of individuals selected by the District’s Source Selection Authority.

Proposing firms will bear all costs of this RFQ and interviews, if any. Selection for this effort will, in no way, preclude the selected firm from consideration, nor guarantee consideration of the selected firm, for any follow-up project.

At the District’s discretion, to further assist in evaluation, some, one, or all of the responding firms and/or individuals may be requested to participate in an oral interview. The interview will be used as another opportunity to clarify any issues within a given proposal and explore the approaches that may be used to satisfy all requirements for the District.

For firms who have or have had contracts with the District, the District may use Consultant’s Evaluations to assist in the evaluation process as well.

Submittals will be evaluated based on the criteria in Section 4 above. Submittals, in general, will be evaluated using the following weighted scale:

Key Personnel Experience & Qualifications	35%
Firm Experience	25%
Design Quality	23%
Small Business Enterprise (SBE)/ MICRO-SBE OR VBE/DVBE	15%
Linked Learning/Work-Based Learning Program	2%
TOTAL	100%

7. SUBMISSION

Submittals must be completed per the terms of this RFQ and e-mailed **no later than the deadline indicated on the RFQ Timeline** page ii above.