

Los Angeles Unified School District  
**PROCUREMENT SERVICES DEPARTMENT**  
333 South Beaudry Avenue, 28<sup>th</sup> Floor, Los Angeles, CA 90017  
Telephone (213) 241-3087 ♦ Fax (213) 241-2853

**ALBERTO M. CARVALHO**  
*Superintendent*

**KARLA ESTRADA**  
*Deputy Superintendent of Instruction*

**PEDRO SALCIDO**  
*Deputy Superintendent of Business Services & Operations*



**SAMAN BRAVO-KARIMI**  
*Chief Financial Officer*

**SUNG YON LEE**  
*Deputy Chief Business Officer*

**MATTHEW A. FRIEDMAN**  
*Chief Procurement Officer*

## ADDENDUM NO. 1

**Date Issued:** September 22, 2025  
**Date Effective:** September 22, 2025  
**RFP No.:** RFQ R-26015  
**Project:** Structural Engineering Services

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### NOTE:

1. **The Statement of Qualifications due date remains the same - October 17, 2025.**
2. Proposers are reminded that this procurement is governed by the Contractor Code of Conduct (Exhibit D to the RFQ document).
3. 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](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:

*Erik Vazquez*

Erik Vazquez  
Contract Admin Analyst  
[erik.vazquez@lausd.net](mailto:erik.vazquez@lausd.net)

**RFQ R-26015 STRUCTURAL ENGINEERING SERVICES**

**Addendum No. 1**

*(Issued September 22, 2025)*

1. Remove and replace page 3 (of 15), Minimum Qualifications.
2. Remove and replace page 5 (of 15), Section 5, B. Key Personnel Experience & Qualifications.
3. Remove and replace page 6 (of 15), Section 5, C. Firm Experience. And D. Option for Seismic Peer Review Services.
4. Remove and replace page 9 (of 15), Section 6. Selection Process.
5. Attachment 1, page 1 of 1, Minimum Qualifications.

**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.*

**END OF ADDENDUM NO. 1**

**4. MINIMUM QUALIFICATIONS**

The following are **minimum qualifications** that the proposing firm must be met in order to proceed to the Technical Evaluation.

A. Does your Firm have **at least three (3) years** of experience providing structural engineering services for DSA projects. (Provide a minimum of 3 projects, one of which must have a DSA approved design.)

- Yes
- No

B. Does your Firm have at least one (1) California licensed Structural Engineer with at least ten (10) years of structural engineering services experience?

- Yes
- No

- Please provide copies of all California licenses and certifications in the Key Personnel section of your SOQ submittal for Structural Engineering (minimum of 1) and Professional Engineering licenses.

**C. OPTION FOR SEISMIC PEER REVIEW SERVICES**

**To be considered for seismic peer review, firm must have at least three (3) years of experience providing seismic peer review for California educational entities (K-12); California Community College Districts; the Office of Statewide Health Planning and Development (OSHPD); or any projects subject to a high regulatory approval process similar to the Division of the State Architect (DSA) process and two (2) seismic evaluation reports?**

- Yes
- No

D. Firm must have an active business license from within the State of California. California business license refers to “licenses or permits or tax registration certificates issued by California cities.” Corporations must be registered with the California Secretary of State at the time of submission. Provide a copy of firm’s business license with the Statement of Qualifications. The business license must be current and from a municipality in the State of California.

E. Firm must be registered with the California Department of Industrial Relations (DIR). (Provide DIR registration number.) Refer to:

<http://www.dir.ca.gov/Public-Works/SB854.html> for more information.

F. Firm must complete and sign Proposal Certifications A, B, C and D (Attachment 2).

If you have answered “No” to the above questions, then you do not meet the minimum qualifications and therefore your proposal will not be evaluated.

Word versions of Attachments are available at the website listed under this Request for Qualifications (<http://mo.laschools.org/fis/fcs/rfpqm-psc/>).

**NOTE:** Do not propose Key Personnel if they will not be the individuals performing the services.

Please refer to the **SOQ Submittal Format and Requirements**.

**Only firms who meet the minimum qualifications above will be considered for the Technical Evaluation phase.**

- 6) Insurance Requirements.** The Consultant shall secure and maintain, at a minimum, insurance as required by the District (refer to Insurance Requirements) upon award of contract. **Certificates of Insurance, along with policy endorsements, are required prior to the execution of contract but not as part of Firm’s response to this RFQ.**

***Submittals will be evaluated based upon the criteria in Sections B through F. The proposals will be evaluated using the weighted scale shown for each Section with sub-criteria optionally being weighted equally or with the lowest numbered sub-criteria, i.e., No. 1, having more relative weight than the higher numbered sub-criteria, i.e., No. 3. Proposers must address each item, or unaddressed items will result in a zero score.***

**B. KEY PERSONNEL EXPERIENCE & QUALIFICATIONS (WEIGHTED VALUE – 45%)**

Firm to provide Key Personnel who will be specifically assigned and committed to District projects, with experience in structural engineering services, licensed in the State of California. Experience to include public agencies, State-owned institutions, and in particular K-12 educational entities. Do not propose Key Personnel if they will not be the individuals performing the services.

(If a staff member holds more than one position, a resume needs to be submitted for each position.)

- 1) Using the **Attachment 4 – Key Personnel Resume Form**, provide resumes of three (3) key personnel showing educational background and assignment experience for at least the past **five (5) years, ten (10) years for the Principal**. Only the first three resumes submitted will be reviewed. Also provide a copy of Key Personnel’s current California Structural Engineering license or a printout from the California Department of Consumer Affairs (DCA) license lookup site (<https://search.dca.ca.gov/>), as applicable. Include copies of CHPS or LEED Accreditation(s) (if any), registration(s), credential(s), certification(s), award(s), proof of technical training experience, etc. (Additional pages can be added to the Resume Form.)
  
- 2) In a narrative, describe in detail the staff’s experience with the following types of projects:
  - a. Experience and quality of DSA-approved California K-12 school building repair work.
  - b. Experience and quality in providing DSA-approved California K-12 school Tier 1, 2, and 3 Seismic Evaluation of Existing Buildings under ASCE 41 (and/or ASCE 31) and building specific calculations of probability of collapse using HAZUS AEBM methodology and retrofit work.
  - c. Experience and quality of DSA-approved California K-12 school damage repair work.
  - d. Experience and quality in providing project review and plan approval processing for DSA-approved California K-12 schools.
  - e. Experience in Construction Administration.

**C. FIRM EXPERIENCE**

**(WEIGHTED VALUE – 38%)**

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 or DSA approved plans, 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. In a narrative, under each project reference, provide firm’s past project experience in providing structural engineering services that exemplify items a through e below:***
  - a. Experience and quality of DSA-approved California K-12 school building repair work.
  - b. Experience and quality in providing DSA-approved California K-12 school Tier 1, 2, and 3 Seismic Evaluation of Existing Buildings under ASCE 41 (and/or ASCE 31) and building specific calculations of probability of collapse using HAZUS AEBM methodology and retrofit work.
  - c. Experience and quality of DSA-approved California K-12 school damage repair work.
  - d. Experience and quality in providing project review and plan approval processing for DSA-approved California K-12 schools.
  - e. Experience in Construction Administration.
- 2) If applicable, indicate your firm’s experience working on projects with Historical Buildings.
- 3) Indicate your Firm’s experience providing structural engineering services to large public agencies and in particular DSA-approved California K-12 educational entities.
- 4) Demonstrate how your Firm has a thorough knowledge of code requirements for public school buildings in California (K-12).
- 5) Demonstrate how your Firm has a thorough knowledge of Division of State Architect (DSA) and California Department of Education and demonstrate experience with Local Municipal Agency Public Works plan preparation, review, and approval process.
- 6) Provide your Firm’s 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. OPTION FOR SEISMIC PEER REVIEW SERVICES (WEIGHTED VALUE - 100% for this section only)**

This selection criterion evaluates the firm’s experience with seismic peer review. Only complete this section if your firm wants to be considered for these services. This section will be scored separately. Provide two (2) **Attachment 6 – Firm’s Seismic Peer Review Experience** projects and the seismic evaluation report for each project.

Linked Learning provides a full range of career-based activities for students, beginning as early as the elementary school years, increasing over time, and reaching a peak in high 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 – 10 are available at the website listed under this Request for Qualifications (RFQ) No. R-26015 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	45%
Firm Experience	38%
Small Business (SBE)/ Micro-SBE or VBE/DVBE	15%
Linked Learning/ Work-Based Learning Program	2%
TOTAL	100%
OPTION - Seismic Peer Review Services	100%

## Attachment 1 – Minimum Qualifications (Pass/Fail)- **REVISED-9/22/2025**

Firm Name: \_\_\_\_\_

The following are **minimum qualifications** that the proposing firm must be met in order to proceed to the Technical Evaluation.

A. Does your Firm have **at least three (3) years** of experience providing structural engineering services for DSA projects. (**Provide a minimum of 3 projects**, one of which must have a DSA approved design.)

- Yes  
 No

B. Does your Firm have at least one (1) California licensed Structural Engineer with at least ten (10) years of structural engineering services experience?

- Yes  
 No

- Please provide copies of all California licenses and certifications in the Key Personnel section of your SOQ submittal for Structural Engineering (minimum of 1) and Professional Engineering licenses.

**C. OPTION FOR SEISMIC PEER REVIEW SERVICES**

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- Yes  
 No

D. Firm must have an active business license from within the State of California. California business license refers to “licenses or permits or tax registration certificates issued by California cities.” Corporations must be registered with the California Secretary of State at the time of submission. Provide a copy of firm’s business license with the Statement of Qualifications. The business license must be current and from a municipality in the State of California.

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F. Firm must complete and sign Proposal Certifications A, B, C and D (Attachment 2).

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