



## Fortuna Union High School District REQUEST FOR QUALIFICATIONS (“RFQ”) FOR ARCHITECTURAL SERVICES

The Fortuna Union High School District is requesting Statements of Qualifications (SOQ) from qualified architectural firms that comply with all requirements set forth by the Office of Public School Construction (OPSC) for new construction and modernization projects throughout the district. It is the District’s intent to select an architectural firm to create a District Wide Long Range Master Plan and to assist in the implementation of the plan.

### Submittals and Deadline

SOQ submittals will be accepted in print form or via email. All submittals must be **received by 5:00 p.m. PST, Thursday, May 24, 2012.**

#### Email submittals:

Submittal of email SOQs is encouraged in lieu of printed submissions, but not required. If an email SOQ is provided, please send in PDF format, not larger than 8MB.

For email submittals, email to Superintendent Glen Senestraro at [gseustraro@fuhsdistrict.org](mailto:gseustraro@fuhsdistrict.org).

#### Print submittals may be sent to:

Glen Senestraro, Superintendent  
Fortuna Union High School District  
379 12<sup>th</sup> Street  
Fortuna, CA 95540

This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. This RFQ does not commit the District to award a contract or to reimburse any applicant for costs incurred in submitting qualifications. The District, in its sole discretion, reserves the right to interview any, all, or none of the firms submitting to this RFQ; or to amend or cancel part or in its entirety this RFQ.

Date Published: May 11, 2012 on Fortuna Union High School District’s website ([www.fuhsdistrict.org](http://www.fuhsdistrict.org)).

### Selection Criteria

Qualifications submitted in response to this RFQ will be evaluated on the following criteria.

- Depth of public school master planning, design, and modernization experience (particularly at the high school level)
- Creative project problem solving
- References from clients

GLEN SENESTRARO  
Superintendent

SARAH REBACK  
District Secretary/Personnel

COREY WEBER  
Business Manager

JEANNIE FULTON  
Accounts Payable

JASMIN HOLMGREN  
Payroll and Benefits

ROBERT GEARHART  
Director of Technology

### PRINCIPALS

KEVIN SCHEFFLER  
Fortuna High School

MATT MALKUS  
Academy of the Redwoods

BRIAN SCHOENFIELD  
East High School

379 TWELFTH STREET  
FORTUNA, CA 95540

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[district@fuhsdistrict.org](mailto:district@fuhsdistrict.org)

- Project architect’s experience in successful and timely approval of firm’s projects through Division of the State Architect.
- Project architect’s knowledge of applicable State regulations and California school construction/modernization practice
- Responsiveness to the RFQ – breadth and quality of response

The successful firm will demonstrate, through it’s qualifications submittal, that it has carefully studied the District’s expectations as stated in the RFQ. This submission must show that the firm has the professional capability and personality to be a full service architect who will facilitate and oversee bidding, construction, close-out and occupancy of each project.

**Statement of Qualifications**

The Statement of Qualifications should include the following items. Please respond in the same order/format listed below.

- Cover Letter / Letter of Interest
- Firm Organization; Credentials and Background
- Relevant Experience - Depth of public school master planning, design, and modernization experience (particularly at the high school level)
- Project Team – Identify design team members and their relevant experience
- List of Client Satisfaction / References - List at least four (4) education client references for whom your firm has performed similar project services.

**The schedule for selection of the architectural firm is as follows:**

Issuance of RFQ	May 11, 2012
RFQ’s due to District	May 24, 2012 (by 5pm)
Interviews	To Be Determined
Selection of Architects	May 29, 2012 (Special Board Meeting approval)

**Cautionary Statements:**

1. Direct contact with members of the School Board. Respondents are warned that any direct contact with a member of the Board of Education regarding a proposal is likely to result in that firm’s disqualification from the process.
2. Sufficient information has been presented in this RFQ to submit a proposal. The District requests that firms direct all questions in writing, via e-mail to Glen Senestraro ('gsenestraro@fuhsdistrict.org') and not contact the principals, teachers, or maintenance staff directly. These individuals are not directly involved in the RFQ process but may be involved in the design process.