

## HUMBOLDT COUNTY OFFICE OF EDUCATION

TO: Prospective Applicants - Architectural Services  
FROM: Humboldt County Office of Education  
DATE: March 31, 2025  
RE: REQUEST FOR QUALIFICATIONS

The Humboldt County Office of Education (HCOE) operates with a mission to enhance educational opportunities for all students within Humboldt County. It functions as an intermediary between the California Department of Education and the 31 local school districts, offering support services, resources, and programs that aim to improve student outcomes and foster an environment conducive to learning.

The HCOE is requesting Statements of Qualification from architectural firms for architectural services for various projects at HCOE locations. Projects include but are not limited to interior offices' remodel and new office/classroom buildings.

Your Statement of Qualifications **submittal must be received by 4:00 p.m. on April 24, 2025**. Submittals received after this date and time will not be accepted by HCOE. Please submit your completed Statement of Qualifications to Corey Weber, [cweber@hcoe.org](mailto:cweber@hcoe.org), 901 Myrtle Avenue, Eureka, CA 95501.

### PROJECT DESCRIPTION

The architectural services shall include, but not be limited to the following:

- Preparation of all construction documents required for approval by the Division of the State Architect (“DSA”);
- Obtain DSA approval for project(s);
- Administer the bidding process; and
- Provide assistance and consultation during construction of project(s).

### SUBMITTAL REQUIREMENTS

Your Statement of Qualifications shall respond to each item noted below and must follow the format described below. Please limit response information to no more than ten (10) pages and include relevant information only. Submitted materials are limited to 8-1/2 x 11 sized papers.

1. **COVER LETTER/LETTER OF INTEREST**  
Maximum of two (2) pages. Must include name of firm, address, telephone and email address, and name of Principal to contact. The letter must be signed by a representative of the firm with authorization to bind the firm by contract.

2. DESCRIPTION OF FIRM AND KEY SUB-CONSULTANT FIRMS

A. Architectural Firms

- History, number of years in business in California, staff size
- Location of office which will perform the work
- Size of staff, number of licensed architects and/or engineers in the office who will perform the work

B. Sub-Consultant Firms

- Describe the relationship of your firm and any sub-consultants.
- For each sub-consultant firm, provide the following information:
  - Description of the services the firm will be providing
  - History, number of years in business, staff size
  - Location of office which will perform the work
  - Size of staff, number of professionals in the office which will perform the work
  - Description of extent and duration of prior working relationship with your firm (number and type of projects, number of years)
  - Fees to be charged.

3. RELEVANT EXPERIENCE

A. List relevant K-12 school projects and include:

- Project name and location
- Year completed or current status
- Client, contact person, and phone number
- Project size: square feet and student enrollment
- Project cost
- Key consultant firms (structural, mechanical, electrical, civil, etc.)

4. PROJECT TEAM

A. List the following key Team Members for each primary discipline (structural, mechanical, electrical, civil).

- Principal-in-Charge
- Project Manager
- Project Architect or Engineer

B. Provide qualifications of the Team Members listed above by including resumes which also list related experience

5. FIRM TRACK RECORD

- A. Has your firm ever been terminated or dismissed by a client or replaced by another firm during any educational and/or related project? If so, explain in detail.
- B. Describe by example your experience in meeting schedules and timelines. Describe an approach you have taken to expedite a schedule.
- C. Describe by example your experience in meeting budgets. Describe by example an approach you have taken to bring a project back into budget.
- D. List a completed school modernization projects and/or a new school construction project and their construction budgets that you have been involved in. You may use a related project type if your firm has not completed relevant school projects.
- E. Provide a statement of your firm's financial stability.

- F. Does your firm have any current or pending litigation? If so, please describe.
- G. Has your firm ever defaulted on a contract within the past five (5) years or declared bankruptcy, or been placed in receivership within the past five (5) years?
- H. Name of the prime professional license holder exactly as on file with the requisite licensing authorities.

## 6. DESCRIPTION OF FEE STRUCTURE

Describe your typical fee structure for a project of this type and scope. The specific fee for the project will be negotiated with the firm ranked highest in the selection process. If a reasonable fee cannot be agreed upon, HCOE may elect to consider the next highest-ranking firm.

## **SELECTION PROCESS**

All Statements of Qualifications received by the specified deadline will be reviewed by HCOE for completeness, content, experience, and qualifications. For those firms deemed most qualified, further evaluation and interviews may be conducted as part of the final selection process. However, HCOE reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information supplied in the Statement of Qualifications.

HCOE reserves the right to select the firm(s) whose qualifications, in HCOE's sole judgment, best meet the needs of HCOE.

## **SELECTION CRITERIA**

The following criteria, listed in no particular order of importance, will be used to select the firm for the above-described work.

- Responsiveness to the RFQ – completeness and quality of the response.
- Firm and sub-consultant experience with school projects.
- Qualifications and experience of proposed Team Members.
- Client satisfaction.
- Ability to comply with budget.
- Ability to comply with schedule.
- Stability and production capacity of firm and sub-consultant firms.
- Appropriate design aesthetic.
- Reasonableness of fees.