



REQUEST FOR STATEMENT OF QUALIFICATIONS

For SHCHD New Hospital and Clinic Campus and related services

The Southern Humboldt Community Healthcare District (SHCHD or District) is seeking statements of qualifications (SOQ's) from design teams with an architectural lead firm and civil, landscape architecture, structural, mechanical, electrical, transportation, acoustic engineering, and cost estimator subconsultants to enter into a Design Services Agreement. The District intends to procure services from a Designer with demonstrated proven experience in planning, space programming, and design for licensed medical facilities in California. The anticipated project scope includes a replacement acute care hospital building, a hospital associated medical office building (MOB) with shell space, and modifications to an existing structure, including parking and site improvements at 286 Sprowel Creek Road Garberville, CA.

A. Qualifications are sought for a Designer to complete the following:

- 1) Refine and further develop a plan for 286 Sprowel Creek Road. This plan will include a site plan, massing diagram, conceptual design, site utilities and infrastructure assessments and plans, and transportation improvement plan to support the planned hospital, medical office building, and the conversion of parts of the existing former school site to medical and administrative support functions. The plan will include the required parking and site construction to support the improvements.
- 2) Validate SHCHD's proposed space program and parking for the 3.1 to 3.5 acre site. Space programs to validate include: 28,000 SF 20-bed acute care licensed hospital with standby ED, 5,500 SF 4-provider medical office building with additional 4,800 SF warm shell space (options for MOB shell space have not been determined at this time), and 4,800 SF re-use of existing former school building as administrative support space. The Redwood Playhouse historic performance venue functions in the former school space will be retained. The space program validations will include adjacencies diagrams, block diagrams, a room-by-room space list, and an accounting of the Title 22 required basic 8 services and features, Title 24 HCAI required functions and spaces, and space minimums. Flow of clean and soiled materials, receiving, shipping, and food prep/storage/waste will comply with CDPH and HCAi comments. The resulting acute care hospital will be SPC5/NPC5.
- 3) The District and County will work together to establish the entitlement requirements related to CEQA or County design review concerns. The Consultant will coordinate with and support the District and County of Humboldt to address and resolve issues related to CEQA compliance. Including, for example, planning and public meeting participation, project exhibit development, development solutions for site, utility, landscape, aesthetic, traffic, noise, and air quality concerns.

- 4) Firms must demonstrate an ability to create exemplary site, patient, and staff spaces that reflect the unique place and the community culture of Southern Humboldt service area.
- 5) Develop the schematic design, design development, construction documents, gain approvals, provide bid assistance, and construction administration.

B. Project delivery

The project will be structured as a multi-permit Design/Bid/Build. Specific details of the construction implementation will be developed as the project progresses.

C. Entitlement and Utility Assessments Progress

This scope includes full support of the entitlements process with Humboldt County and leading the efforts related to some site development concerns including: leading with support of the District the acquisition of CalTrans surplus land, documenting the site to airport proximity, working with the County to establish parking standards, evaluating the electrical utility, water utility, sewer utility, communications utility readiness to serve and developing plans for connection design to the above. Develop onsite and offsite transportation solutions. Inform and apply for air and water quality permits. Develop and refine storm drainage solutions acceptable to the local authorities. Engage any CEQA required consultants for reports or assessments.

Meet with the county supervisors, designated planning staff and local utility representatives to familiarize the local agencies with the proposed project and provide solutions and responses to their concerns. Assist the District in evaluation CEQA compliance pathways. Participation in public and agency meetings is part of the Designer's work.

A geotechnical report was submitted to HCAI for review by the District's geotechnical Consultant. Topographic and site boundary information has been compiled. Surplus property acquisition has been requested from CalTrans. Preliminary archeological and cultural resources assessments have been completed, which will inform the entitlements and planning process.

Entitlements and utility assessment supporting documents available to the Designer after selection are:

- 1) CalTrans excess parcel request,
- 2) Current HCAI submitted Geotechnical Report,
- 3) Reference Property Boundary and Topography,
- 4) Reference Archeological and Cultural Resources report,
- 5) Draft USDA application,
- 6) SHCHD's proposed space program and parking document.

D. Process

SHCHD anticipates selection in alignment with proposed RFQ schedule and to have an agreement in place shortly after that date, at which time design will commence. The specimen agreement is included and response to the RFQ indicates the consultant's acceptance of the agreement except as specifically indicated in such response.

Following the Designer selection, SHCHD will enter into an Agreement for planning, programming, and schematic design phases. SHCHD reserves the option at its sole discretion to authorize the continuation of this design into design development and subsequent phases without additional solicitation. SHCHD also reserves the right to not retain the Designer for the subsequent project phases and to issue a new RFQ for those phases.

The prospective Designer's SOQ shall identify the subconsultants it proposes to support their work. In evaluating the RFQ response, SHCHD will consider the capabilities of the identified subconsultants, and each must be acceptable to the District. The District reserves the right to require a Designer to replace a subconsultant with one acceptable to the District. Subconsultant agreements will be held by the Designer and Designer agreement requirements flow down to all subcontractors. The Designer and the subconsultants will coordinate and cooperate with all District consultants.

This RFQ does not obligate SHCHD to award any work and the District explicitly reserves the right to award all, none, or part of the services envisioned in this RFQ. In no case will the SHCHD be liable for any costs incurred by any proposer or any other party in developing or submitting the response to the RFQ. The District reserves the right to terminate this request upon three (3) days notice to all prospective responders.

E. Background

Southern Humboldt County Health Care District (SHCHD) was established in 1980 to serve the medical needs of the remote area surrounding Garberville. Garberville is the commercial center of the area in an unincorporated area within Humboldt County, California. The District covers 775 square miles and serves 10,000 full time residents and swelling to 30,000 summer residents and visitors. Other health services around Garberville include regional hospitals in Eureka 70 minutes away, limited care facilities in Fortuna 50 minutes away, and limited care facilities in Willits over 90 minutes away. Each is considered to be an average travel time in good weather conditions; however, these roads are often subject to frequent storm damage and lane closures. Public transit times to these facilities are often twice the travel times of private vehicle.

The current location was established in 1949 as an extension of the residence of the local physician. Initially just clinic rooms, then demand required hospital rooms be added in 1952. The residence was eventually remodeled into clinic support functions. Those initial services were provided in residential type structures. In 1964, a major expansion was undertaken which added surgical, imaging, patient units, and support functions in a commercial quality, modern setting for the time.

The hospital and related ancillary services comprise an important economic role in Garberville. The hospital and related services employ 120 in the local community. The skilled nursing facility performs an important quality of life function for the community, allowing longtime residents to age in their community and allow community members to remain close to their loved ones needing care. Not only is there community demand for the current services, but there is pressure and support for expanded services. In 2017 plans to provide additional mobile imaging modalities will reduce or eliminate the need to transfer patients needing enhanced imaging by ambulance to facilities over an hour away.

F. Key Goals

- Serve the community with modern hospital facilities,
- Serve the community with modern medical office facilities,
- Minimize the impact to surrounding existing uses,
- Preserve the Redwood Playhouse as a community resource while optimally using the remaining existing former school building space to support the District's medical goals,
- Validate the program including space list and sizes,
- Develop an initial construction budget for District acceptance and maintain a budget/program balance through the process,
- Incorporate flexibility and mobile medical technology,
- Create solutions that will serve with minimum maintenance over a 25-year lifespan for systems and 50-year lifespan for structures,
- Complete construction and licensing by 2029.

G. Scope of Services

1. Planning

Designer will work with SHCHD and community, site neighbors, and key medical center leaders to develop a plan that meets and validates the goals of the strategic plan. Specific outreach and engagement with County of Humboldt and community groups will be determined in partnership with SHCHD.

Designer will interface with internal stakeholders and departments, in addition to other SHCHD consultants, to evaluate options and costs.

The plan must include a massing, blocking, and adjacency diagram for the medical buildings and existing building depicting the location of key services by floor. Designer will provide basic building footprint and site layout information in order to validate the capacity of the available footprint area for the desired program and ensure adequate space for circulation, drop-offs/pick-ups, materials loading/delivery, and emergency vehicle access and egress. Provide adequate space allocations for emergency storage and mobile medical modalities.

The plan must consider operational synergy between Redwood Playhouse and the medical buildings and between the medical buildings.

Designer, working with their subconsultants, SHCHD, Pacific Gas and Electric (PG&E), and local utility providers, must technically evaluate existing mechanical, electrical, plumbing, and information technology infrastructure.

Designer will be provided existing infrastructure information from SHCHD, as available, after selection, and will need to validate the information provided.

The Designer will document all planning information in a Final Planning report and provide appropriate attachments including notes generated from the meetings held during the planning process.

The Designer will provide bound copies (quantity as directed by the project manager), a copier ready unbound copy, and an electronic copy (in original software) of each document.

The Designer must provide background information to inform the required California Environmental Quality Act (CEQA) analysis.

The Designer must manage user interactions during planning and programming and is responsible for obtaining final user approval (sign-offs) related to all planning and programming deliverables. The Designer must document all user sign-offs and clearly note any exceptions or unresolved issues during the final user sign-off process.

2. Space Program

i) General

The Designer will develop the space program for 286 Sprowel Creek medical buildings and renovations.

Designer will use a target value design approach where allowable costs are first established, a program is developed consistent with those costs, and then the program is validated to confirm that the project will remain within budget. Validate and/or develop space requirements starting with the existing space program information available from SHCHD for the Hospital and MOB. The Designer will validate and/or refine, through interviews and work sessions with SHCHD staff and designates, the space requirements for each building department. The Designer will confirm the scope of services for each unit, organizational and operational concepts, workload projections, staffing projections, and functional activities. Interdepartmental and intradepartmental relationships will be identified with a view to increase overall efficiencies. Where appropriate, the Designer will research and propose strategies to improve operational models and request CDPH or HCAI program flexibility when required to implement those efficiencies.

The program must meet all the project goals and set the space program for the design and construction of an outstanding community based medical services complex that supports team approaches delivering patient care and reflects the community.

ii) Space standards and room layouts

In consultation with SHCHD, the Designer must, to the extent possible, use industry standard layouts and functional/space criteria for standard typical rooms provided by similar health providers serving Northern California.

Designer shall propose spaces and rooms that maintain future flexibility for change in uses without major renovations or structural changes. Consultant shall participate in developing virtual and physical mock-ups as determined by the District.

iii) Room descriptions

The Designer must briefly describe all typical and non-typical rooms. The description must explain each room's function and note special requirements for each unique room.

iv) Technical evaluation

The Designer must document existing infrastructure, easements, geotechnical, and structural site conditions to the extent possible for special requirements that will inform the space programming.

v) Facilitate reviews

The programming documents will be reviewed by SHCHD project-specific groups, departments, and leadership. It is expected that the Designer will review the project at various stages of the development with the designated review groups, develop appropriate responses, and revise the space programming documents, as needed.

vi) Final space programming documents

The Designer must document all programming information in a final space programming report and provide appropriate attachments including notes generated from the meetings held during the programming process. The final space program reports will be in PC-compatible Microsoft Office software and in letter-size portrait format (with the exception of 11x17 size fold-out sheets where appropriate). The Designer will provide bound copies (quantity as directed by the project manager), a copier-ready unbound copy, and an electronic copy (in original software) of each document.

vii) User Sign-Offs

The Designer must manage user interactions during planning and programming and is responsible for obtaining final user approval (sign-offs) related to all planning and programming deliverables. The Designer must document all user sign-offs and clearly note any exceptions or unresolved issues during the final user sign-off process.

3. Design

If the Designer is retained to provide design services, the services will include, but are not limited to, the following for the 286 Sprowel Creek project to include the medical buildings, parking structure, and site:

- Development of architectural and engineering performance and design criteria prior to commencing schematic design,
- Preparation of Basis of Design documents and functional program per the CAC, Schematic Design, Design Development, Working Drawings, and provide Construction Administration services during the design and construction phases based on the Agreed Program accepted by

SHCHD. Preparation of design documents assumes creation of all necessary digital models, specifications, visualizations, optimizations, and calculations. Designer's scope of services is anticipated to include the following disciplines: Architectural, Structural, Mechanical, Plumbing, Electrical, Low Voltage, Audio Visual, Security System, Civil, Landscape, Interior Design, Exterior Design, Medical equipment planning, Transportation and Circulation, Interior and Exterior Signage ("Wayfinding"), Vibration / Sound Transmission, Cal Green Consulting, Laboratory Planning, Kitchen Equipment Planning if necessary, third party CASp peer review, commissioning plans, and Code/Life Safety Review. SHCHD may choose to include additional disciplines within the Designer's scope that are not listed in this RFQ section,

- Presentation of the design for review by community groups and County of Humboldt agencies,
- Additional disciplines may be included in Designer's scope of services, or provided through design/build subcontractors, such as: Fire Alarm, Building Management System (BMS), Elevators, Automatic Fire Sprinkler, and building envelope consultants. Certain components or systems may also be provided through manufactured solutions. Design/build disciplines will be determined jointly between SHCHD, Designer, and their subconsultants prior to Contractor procurement,
- Obtain all required agency approvals, including but not limited to: HCAI-Title 24, CDPH-Title 22, County of Humboldt Planning, Engineering, Building and Fire services, County of Humboldt site accessibility, TJC-NFPA 101, Local Environmental Health Department, State Fire Marshal (SFM). Respond to agency, or their designated plan review consultants, review comments, and take corrective action as necessary,
- Address in design, detailing, and material selection fire resistant construction concerns to harden the site, landscape, and structures from wildfire,
- Prepare design development and construction documents in Revit (LOD 300 min) BIM modelling, utilize clash detection all through to avoid potential conflicts, and provide a copy of the 3D model to the construction team after plan approval,
- Document all meetings when SHCHD is a participant or when the Designer is acting as a designee or delegate for the District.

4. Construction

If the Designer is retained to provide design services, the services will include, but are not limited to, any services required for Construction Administration phase.

H. Selection Criteria

The applicant must respond to each item below and will be evaluated on all of the following:

1. Describe how your firm and proposed staff are uniquely qualified to improving healthcare for residents served by this District.
2. Share your firm's experience planning, space programming and designing hospital and MOB settings for hospital districts. Discuss multiple design facets from planning, programming, planning, place-making, functional performance, technical performance, operational performance, and designing with target budgets. Provide examples of that experience and the key lessons learned during the early design phases of those projects.

Projects submitted as examples must be relevant and related to the development of similar licensed facilities, preferably for public healthcare districts. Representative projects shall include experience with HCAI Title 24 OSHPD 1 and 3 buildings.

Provide information on at least two, but no more than 4, of each project type that have OSHPD 1 Acute Care and OSHPD 3 Clinic licenses, identifying HCAI application number, building sizes, development work scopes that demonstrate the firm's experience to plan, program, design, and administer during the construction period. Projects completed for rural public healthcare districts preferred, but not required. Included projects must have been completed and operational on or after January 1, 2010. Use Attachment B – Past Project Experience.

3. Demonstrate experience in site design and development and entitlements leadership and support. The firm and their subconsultants shall provide information in the project examples in item 2 above regarding the involvement in entitlements and site planning. Provide examples of that experience and the key lessons learned during the site planning and entitlement phases of those projects. If the projects in Item 2 above do not have significant site planning or entitlement components, one additional project example representing the proposer's site planning and entitlement experience may be provided. Site planning and entitlements of shared HCAI/Local Jurisdiction are preferred.
4. Demonstrate the proposed project team's ability to execute projects of similar scope and complexity. Discuss the team's successful record understanding and addressing community sensitivities, and how the team draws out and reflects neighbor and community feedback. Key proposed staff should be committed to this project for the duration of each identified project phase. The District prefers that the Designer propose staff that held key roles in the example projects provided above. The key staff must be physically present for the office visit and interview. Proposed staff must have the ability to commit to the project at agreement execution, must work from the office leading the design effort, and be able to commit sufficient time to this project to provide effective design leadership.
5. Describe the proposing firm's culture, firm organization, leadership style, and ability to adjust to Owner and Contractor cultures. Indicate if the firm culture lends itself to working on projects some distance from the firm's office. Indicate the ways the proposing firm's culture pull the from the community and District to create an outstanding result.
6. Discuss the tools and processes used by your firm to manage project budget while maintaining project program, quality, and care.
7. Provide examples that indicate your firm understands deliverable schedules. Describe the process and methods used to complete described scopes in agreed or allotted times.

8. Address specifically the ability of your key staff to work to provide solutions to neighborhood concerns and entitlement jurisdiction concerns. Provide examples tied to the key staff proposed for this effort.
9. There will be opportunity for virtual communications in some cases; however, problem solving and understanding community and culture are best completed by direct interaction. If your local office is further than one hour from the site, describe your strategy to bring staff to lead and complete these in-person activities at the site. Providing onsite leadership for several days at a time will be required.
10. Subconsultants will be key to successfully accomplishing the project. Provide with the proposal the proposed subconsultants. Include the number of projects that the proposing firm and subconsultant have completed together and the length of time they have worked together. The District will separately retain the Geotechnical Engineer and Radiation Physicist. Each major subconsultant must have experience planning and design of at least 3 similarly sized projects with comparative OSHPD 1 and 3 scopes. List 2 projects of similar size, complexity, and licensure to this project per subconsultant. Indicate if the subconsultant's key personnel have worked with the proposing firm's key personnel.
11. The standard SHCHD Design Services Agreement is provided as an attachment to this RFQ. Indicate in the proposal your firm's willingness to accept the Design Service Agreement language, including the indemnification and the insurance requirements and that your firm will execute the agreement as written if awarded the agreement to plan, program, and complete design services for the project.

I. Content of Qualifications Submittal

Responses are limited to 20 pages, not including resumes or forms, and must contain the following information:

1. Provide a cover letter which includes the submission key points.
2. Provide responses to the selection criteria in the prior section.
3. Provide supplement the firm's qualification by including:
 - a. Full name and local address of firm. Identify the headquarters if different.
 - b. Name, title, phone number and email address of the designated contact person.
 - c. Brief description of the firm and services routinely provided on contacts of this size and type.
 - d. Background of personnel assigned to this project. Describe their proposed roles in the project. Indicate the number and discipline of personnel in your office both as a total (related to depth of expertise) and as assigned to this scope (related to project coverage). Provide a chart of the firm's overall staff resources and those assigned to this project.

- e. Full name and address of all proposed subconsultants, an explanation of the role and responsibilities of each, and a description of the subconsultant's background that is relevant to this project.
 - f. A statement that describes the Designer's qualifications, experience, and resources demonstrating the ability to successfully complete this project.
 - g. Provide an organizational chart of the project team and responsibilities, lines of authority, and percent of involvement during the planning, programming, and design phases of the project. If the Designer has multiple offices, indicate what office each staff member is working from.
 - h. List the recently completed example projects like this proposed scope of work. Provide a brief description and the name and contact information for two client contacts for each project. Include the name, title, current address, current phone, current email, and the contact's project role and responsibilities.
 - i. Provide a description of the firm's overall approach, which touches on the following points: a statement that the firm understands the requested scope of services required in the RFQ, and outline of the Consultant/Subconsultant organization; develop a recommended schedule and an indication of the proposed approach to meet the suggested timeline; a list of the proposed team members and the percent of their time that will be devoted to the project.
4. Complete the firm's statement of qualifications on the form provided. Forms shall be an attachment to the SOQ response.
 5. Complete the firm's Past Project Experience on the form provided. Forms shall be an attachment to the SOQ response.

J. Selection Process

The selection is a two-step process. In the first step, a screening committee will review the SOQ's received in response to the RFQ, rank the firm and develop a shortlist of not more than 4 firms. These short-listed firms will be immediately notified and scheduled to interview at the site with the selection committee. The interview will provide an opportunity for the firms to showcase similar projects, present key team members, and explain the firm's work approach. If required or desired, the selection committee may request to visit the office of the short-listed firms to further understand the firm culture and work approach. Details regarding the interviews and possible office visit will be provided to the shortlisted firms.

Following the interviews and possible office visits, the selection committee will rank the short-listed firms and will choose the firm it feels is best qualified based on the selection criteria, interviews, and visits (if occurs). The selected firm will be invited to commence agreement negotiations based on the specimen Design Service Agreement provided. Should the District be unable to negotiate a satisfactory agreement with the firm considered to be most qualified, at a price the District considers fair and reasonable, the District will terminate the negotiation with the selected firm and repeat the process with the second most qualified firm, and so on until a satisfactory agreement is reached with one of the selected firms. Alternately, the District may decide to re-open the RFQ process if it is unable to reach a satisfactory agreement with the second most qualified firm. Following the selection, significant changes

in the composition of the firm’s project team personnel and the subconsultant or their roles and responsibilities may not be made without the prior written approval of the District.

K. Proposed RFQ Schedule

The following proposed ‘RFQ’ phase schedule is presented for general information purposes only and is subject to change at the District’s discretion:

<u>Event</u>	<u>Date</u>
Release of Request for Statement of Qualifications	October 19, 2022
Last Day for Questions	November 29, 2022
Statements of Qualifications Due	December 6, 2022
Start of Interviews of Short-list Firms	December 13, 2022
Single Top Ranked Firm Identified	December 20, 2022
Design Service Agreement Approved by District Board	January 26, 2022

L. Submission Process

A firm’s response to this Request for SOQ’s shall address the criteria listed above. In order to be considered, a firm’s response to this Request shall be delivered to 291 Sprowel Creek Road, Garberville, CA 95542, no later than Tuesday, December 6, 2022 at 5pm. Submit your firm’s response to this Request for SOQ in 7 paper copies no larger than 8.5x11 and a pdf file on a thumb drive that will not be returned. Submittals received after the deadline or addressed to the wrong location will be considered non-responsive. Emailed and Faxed copies will not be accepted. This Request for Qualifications, the referenced attachments, and any further updates can be found electronically at:

<https://sohumhealth.org/resources/RFQ>

M. Other Requirements

For any inquiries, please email RFQQ@SHCHD.ORG and include ‘SHCHD New Hospital’ in the subject. Do not contact the board or any other district staff with questions.

Thank you for your interest in this project and we look forward to receiving your statement of qualifications.

Sincerely Yours,

Kent Scown
Chief Operations Officer
Southern Humboldt County Health Care District

Attachments:
Attachment A – Statement of Qualifications Form
Attachment B – Past Project Experience Form

Attachment C – Sample District Agreement with UDSA supplement
Attachment D – Reference Property Boundary and topography
Attachment E – Entitlements Submission Documents

ATTACHMENT A - STATEMENT OF QUALIFICATIONS

Check all appropriate Types of Services your firm will provide:

- | | | |
|---|---|---|
| <input type="checkbox"/> Planning | <input type="checkbox"/> Electrical Engineering | <input type="checkbox"/> Acoustic Engineering |
| <input type="checkbox"/> Space Programing | <input type="checkbox"/> Structural Engineering | <input type="checkbox"/> Cost Estimating |
| <input type="checkbox"/> Architectural Design | <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Mechanical and Plumbing
Engineering | <input type="checkbox"/> Landscape Architecture | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Traffic Engineering | <input type="checkbox"/> Other: _____ |

1. Firm Name: _____

2. Business Address: _____

a. Business Phone Number: _____

3. Contact Person: _____

a. Direct Phone Number: _____

b. Email address: _____

4. Firm Established (Year): _____

5. Employer Identification Number (EIN): _____

6. Type of Organization: (check all that apply)
- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Joint Venture |
| SBE <input type="checkbox"/> Yes/ <input type="checkbox"/> No | SDBE <input type="checkbox"/> Yes/ <input type="checkbox"/> No | WBE <input type="checkbox"/> Yes/ <input type="checkbox"/> No | DVBE <input type="checkbox"/> Yes/ <input type="checkbox"/> No |

a. If Corporation, incorporated in the State of : _____

7. Average staff employed (average of past 5 years) and proposed staffing:
(Count each staff under only one category.)

	Staff	Average Staff		Proposed Staff		Comments
		Project Office	Other Offices	Project Office	Other Offices	
a.	Architects					
b.	Engineers					
c.	CAD Techs					
d.	Administrative					
e.	Other: _____					
	Total					

ATTACHMENT B – PAST PROJECT EXPERIENCE

Complete one form per project.

Project # _____

Firm Name: _____

1. Project Name and Type: _____

a. OSHPD/ HCAi Project Number: _____

b. Location: _____

c. Gross Square Feet: _____ Number of levels: _____

2. Owners Name: _____

a. Address: _____

b. Phone Number: _____

c. Contact Person: _____

3. Key Design Professionals: (Company Name, Contact Name, Title)

Are they being proposed for the current project: Yes / No

a. Architect: _____

b. Structural: _____

c. Mechanical: _____

d. Electrical: _____

e. Civil: _____

f. Landscape: _____

g. Other: _____

4. General Contractor: _____

a. Address: _____

b. Phone Number: _____

c. Contact Person: _____

5. Project Timetable:

a. Design Start Date: _____

b. Permit Submission Date: _____

c. Construction Start Date: _____

d. Construction Complete Date: _____

e. Closeout Complete Date: _____

6. Project Cost:

a. Initial Cost Estimate _____

b. Cost at Plan Approval _____

Task	Date	Time Period	
Release of Request for Statement of Qualifications	Wednesday, October 19, 2022	48 Cal days	<--- calc to Due Date
Last Day for Questions	Tuesday, November 29, 2022	7 Cal days	<--- calc prior to Due Date
Statements of Qualifications Due	Tuesday, December 6, 2022		<--- calc
Start of Interviews of Top Ranked Firms	Tuesday, December 13, 2022	7 Cal days	<--- calc
Single Top Ranked Firm Identified	Tuesday, December 20, 2022	7 Cal days	<--- calc to board packet date
Contract Negotiations Period		30 Cal days	
Board Packet Prep Deadline	Thursday, January 19, 2023	7 Cal days	<--- calc to Board Date
Agreements Approved by District Board	Thursday, January 26, 2023		<--- Manual input (green boxes)

<--- Manual input
(green boxes)