



ROWLAND UNIFIED SCHOOL DISTRICT  
1830 S. NOGALES STREET  
ROWLAND HEIGHTS, CA 91748

## ADDENDUM 1

NEW TWO-STORY CLASSROOM BUILDING YBARRA  
ACADEMY – ARCHITECT SERVICES  
RFQ/P 2025-26: (Q5)

OCTOBER 9, 2025

TO ALL PROSPECTIVE BIDDERS:

Note: *The following Addendum shall become part of the contract documents and the bidder shall provide for all work as required by this Addendum. Acknowledge receipt of the Addendum on the Bid Proposal Form.*

### Specifications/Clarifications:

**Note:** We will be extending the submission due date from October 15, 2025 to October 20, 2025, no later than 11:00 a.m.

1. **Question:** The RFP states that questions were due by **October 9, 2025** and proposals are due by **October 15, 2025**. **Answer:** We will be extending the submission due date from October 15, 2025, to October 20, 2025, no later than 11:00 a.m.
2. **Question:** When can we expect to receive answers to our questions? With the schedule and due date as it is, we would have to ship the proposal out to you on Monday, October 13 which leaves little time for the District to respond and subsequent application of those responses. **Answer:** We will issue Addendum in response to your questions no later than Monday, October 13, 2025, 4:00 p.m.
3. **Question:** Since the deadline for questions and subsequent responses is so close to the due date (plus leaving time for production), would the District consider an **extension to the proposal deadline** to allow firms time to incorporate responses to clarifications? **Answer:** See answer number 1

---

### Program / Design Scope

4. **Question:** The project description notes “**4 to 6 classrooms, quantity and location TBD**”. Is there a **defined program and curriculum** for these classrooms (e.g., general education vs. specialty such as CTE, makerspace, or science labs)? **Answer:** General Education
5. **Question:** The RFP specifies a **two-story design**. Is this a firm requirement based on site constraints, or would the District also consider a **cost-saving one-story option** if it fits on the site? **Answer:** Due to room constraints, the design must be for a two-story classroom building.

6. **Question:** Has a **specific site location been predetermined**, and if so, can the District provide the location diagrammatically? **Answer: Attachment 1 describes the intended location of the building construction site.**

---

#### **Budget / Fee Structure**

7. **Question:** The **construction budget is listed as TBD**. Without a set budget, how should firms structure a **sliding scale fee** or provide a **total fee**? **Answer: Provide a sliding scale fee based on your design submission**
8. **Question:** Will the District release a **preliminary square footage target** or **planning budget**? **Answer: The square footage and budget will be determined by the design.**

---

#### **Submission Requirements**

9. **Question:** The RFP requires firms to identify **all K-12 projects within the past five years** and provide detailed information for up to 15 projects. Would the District permit firms to provide **full detail on the 5 most relevant projects**, with a summary list of the remaining 10, in order to remain within the 75-page limit? **Yes you may provide full detail on the 5 most relevant projects**, with a summary list of the remaining 10.
10. **Question:** The submittal format requires **three hard-copy binders plus one USB drive**. Would the District accept the hard copies in a comb or spiral binding? **Answer: Tabbed Comb or spiral binders is acceptable.**

---

#### **Contract / Agreement**

11. **Question:** The RFQ/P references an **attached form of Agreement with insurance and indemnification provisions**. Can the District confirm whether it is open to **minor revisions or clarifications**? **Answer: The contract is not open to minor revisions or clarifications.**
12. **Question:** We are providing sub-consultants on this project. Aside from resumes, what other portions of the RFQ/P should the sub-consultants also offer more information on or will resumes suffice? **Answer: Resumes will suffice**
13. **Question:** Is there an established site area for the project? Are any playgrounds/yards a part of the project? **Answer: See attachment 1 – No playgrounds are part of the project.**
14. **Question:** The requirement to maintain a full-service office within 30 miles of the District – is this to a certain location, or any part of the District? Any part of the district. Does this apply to consultants? **Answer: The 30 miles may be from any part of the district and it does not apply to consultants.**
15. **Question:** Is it expected that any existing building(s) demolition will be included in the scope? **Answer: Yes demolition will be included in the scope of work.**
16. **Question:** Are there any sustainability goals and requirements? **Answer: No there a no sustainable requirements.**

17. **Question:** Does the District have a current master planning document that can be shared? **Answer: No district does not have a current master planning document.**
18. **Question:** What grade levels are intended for the new classroom building? **Answer: As a general rule, students in 3rd grade and up are permitted to be housed on the second floor of a school building. Specific building codes often restrict lower grades, particularly kindergarten, 1st, and 2nd graders, to the first floor or story of exit discharge for safety reasons. The building should be designed for 3<sup>rd</sup> to 8th grade students**
19. **Question:** Would the district be able to clarify its tabbing requirements? For example, should all tabs follow sections 2.1.1 Letter of Interest through 2.2.4 Additional Costs naming conventions? Or may respondents use their own alphanumeric structure? For example, 1 Letter of Interest, 2 Table of Contents, 3. Executive Summary, 4. Proposed Personnel / Firm Team, etc. For section 2.2, should the header be understood as "Compensation", or should the respondent have tab divider pages for 2.2.1 Proposed Fee, 2.2.1 Fee Schedule, etc. through 2.2.4? **Answer: You need to adhere to the state guidelines for consistency.**
20. **Question:** What is the estimated budget for this project? **Answer: A budget has not yet been established for this project as it will depend on the conceptual layout presented to the District and found most desirable.**
21. **Question:** What is the estimated square footage for this project? **Answer: The square footage of the building will be what is needed to accommodate the rooms listed while adhering to the standardized sizes which adhere to CODE.**

*Rosana McLeod*

Interim Assistant Superintendent