

REQUEST FOR QUALIFICATIONS

RFQ# 2026-002

**LABORATORY OF RECORD, GEOTECHNICAL, MATERIALS TESTING/SPECIAL INSPECTION SERVICES
FOR THE
CULVER CITY UNIFIED SCHOOL DISTRICT MEASURE E PROJECTS**

Submit Responses To:

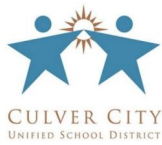
CULVER CITY UNIFIED SCHOOL DISTRICT
Jeff Ford, Purchasing Supervisor
Business Services Department, Second Floor,
4034 Irving Place, Culver City, CA 90232

RFQ Issued Date:

July 23, 2025

RFQ Due Date:

August 12, 2025 by 2:00PM
No late packages will be accepted



**REQUEST FOR QUALIFICATION (RFQ)
For Geotechnical, Laboratory of Record –
Materials Testing/Special Inspection Services**

I. INTRODUCTION

A. Background

On March 5th, 2024 the Culver City Unified School District was successful in passing a general obligation bond authorizing \$358M to assist in improve classrooms/ instruction technology for college/ career readiness; fix leaky roofs, crumbling ceilings and aging, deteriorating electrical, plumbing, fire safety and security systems; repair, construct, and acquire classrooms, labs, facilities, sites, equipment.

B. Purpose of RFQ

The Culver City Unified School District (CCUSD or District) is requesting Statement of Qualifications for selection of firms to provide Materials Testing / Special Inspection Services for the Culver City Unified School District's Measure E Bond Program and Various Projects throughout the District. The firm or consultant(s) will be required to have a thorough knowledge of the professional services and activities of construction materials testing and special inspection. The scope of services to be provided shall be in accordance with the California Code of Regulations – Title 24 Requirements, latest edition and all other related applicable standards.

Your firm is invited to submit a written response outlining your organization's qualifications and willingness to provide the services described herein.

II. GENERAL INSTRUCTIONS

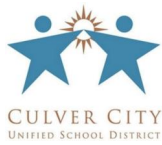
A. Response Submittal

The respondent shall submit qualifications via email to Jeff Ford at jeffreyford@ccusd.org and addressed to CCUSD as shown below. Responses received after the date and time specified may, at the sole discretion of the District, be rejected as non-responsive and returned without review. It is the practice of the District not to consider late offers unless it is determined that a selection cannot be made from among the responses received on time.

Qualifications to:

Culver City Unified School District
Jeff Ford, Purchasing Supervisor
Business Services Department, Second Floor,
4034 Irving Place, Culver City, CA 90232

The District shall not be responsible for, nor accept as a valid excuse for late response delivery, any delay in submittal to the incorrect address or contact or other method of delivery used by the respondent.



All responses shall be firm offers subject to acceptance by the District and may not be withdrawn for a period of 90 calendar days following the last day to accept responses. Responses may not be amended after the due date except by the consent of the District.

B. Questions from Respondents

In order to control information disseminated regarding this RFQ, firms interested in submitting qualifications are directed not to make personal contact with members of the Board of Trustees and District Administration with the exception of the individuals listed below:

Attn: Jeff Ford, Purchasing Supervisor
Culver City Unified School District
Business Services Department
jeffreyford@ccusd.org

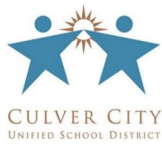
Any questions concerning this RFQ must be submitted by email to the above address **no later than 2:00PM August 1, 2025**. Responses to individual queries will be provided as soon as possible. An anonymous summary of all Q&A's will be distributed via Addendum, please see additional information regarding the Addendum in the section below.

III. RESPONSE FORMAT AND CONTENT

Response Content

- 1. Transmittal Letter/Introduction(1 page maximum):**
 - Identification of the offering firm(s), including name, mailing address, E-mail address, telephone number and fax number of each firm; acknowledgment of receipt of RFQ addenda, if any; name, title, address and telephone number and fax number of contact person during period of response evaluation; a statement to the effect that the response shall remain valid for a period of not less than ninety (90) days from the due date for responses;
 - Signature of a person authorized to bind the offering firm to the terms of the response.
- 2. Schedule of Rates:** Provide a Schedule of Rates and Hours for the principal firm and Sub Consultants. Please utilize **Exhibit B** to provide rates, hours, and full proposal costs. Please utilize **Exhibit A**, the DSA 103 Form, and the plans and specifications to properly respond and provide an accurate estimate of hours proposed to accomplish the successful testing and inspections activities as required.

IV. RESPONSE EVALUATION AND CONTRACT AWARD



A. Evaluation Panel

An Evaluation Panel consisting of District and their Construction Manager will be responsible for reviewing, analyzing and evaluating the responses received. The Evaluation Panel will select the successful respondent(s).

B. Evaluation Criteria

The District will review the pricing in conjunction with the company profile and experiences and will select the best firm or firms that brings value and experience. The District will weigh price and dedicated hours as well and will make a decision based on a combination of qualifications and pricing. The District reserves the option to separate the scope of work and award to 1 or more firms.

The District expressly reserves the right to reject any or all qualifications, with or without giving a reason, and to waive any irregularities or informalities in the offers received. In the event of any such rejection, or in the event a respondent's offer is not rejected but does not result in a contract award, the District shall not be liable for any costs incurred by the respondent in connection with the preparation and submittal of the response.

C. Contract Award

It is the intent of the District to award one or more firms the entirety of the Scope of Work as listed in Exhibit A. The District will evaluate the qualifications and will award to one or more firms a contract upon final review and negotiations (if required).

(END OF SECTION)