MARIN CITY COMMUNITY SERVICES DISTRICT

REQUEST FOR PROPOSALS

CONSTRUCTION PROJECT COORDINATOR / PROJECT MANAGEMENT SERVICES

RFP No.	MCCSD-RFP-2026-01
RFP Release Date	November 6, 2026
Proposal Due Date	November 25, 2026, at 4:00 PM Pacific
Anticipated Contract Term	One (1) year, with option to extend
District Contact	Juanita Edwards, Interim General Manager, jedwards@marincitycsd.com

Marin City Community Services District
640 Drake Avenue
Marin City, California 94965
(415) 332-1441

MCCSD may issue written addenda providing supplemental project documentation, clarifications, or updated funding requirements. Respondents are responsible for reviewing all published addenda.

RFP Release Date: November 6, 2026

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1. INTRODUCTION AND DISTRICT BACKGROUND

The Marin City Community Services District ("MCCSD" or "District") is soliciting proposals from qualified individuals or firms to provide Construction Project Coordinator / Project Management Services for District capital improvement, renovation, modernization, repair, and construction projects.

MCCSD provides public services to the Marin City community and owns, operates, and/or maintains community facilities used for recreation, community programs, senior services, public meetings, administrative functions, and other community purposes.

The District seeks a qualified consultant capable of representing MCCSD's interests throughout the planning, design, procurement, permitting, construction, closeout, and warranty phases of assigned capital projects.

The selected consultant will serve as a central coordination and project-management resource for the District and will work under the direction of the District's designated representative.

District capital projects may involve public and grant funding and are subject to applicable procurement, contracting, documentation, reporting, audit, and funding requirements. The selected consultant shall understand these obligations and support the District in maintaining compliance throughout project delivery.

2. PROJECT BACKGROUND

MCCSD is planning improvements to the Manzanita Recreation Center and Marguerita C. Johnson Senior Center at 630–640 Drake Avenue, Marin City. The District has received a 450 Architects Conditions Assessment and Phase 1 Modernization Technical Memorandum of Findings and Rough Order of Magnitude (ROM) cost materials dated October 30, 2026. These are background planning documents, not a final approved construction scope or guaranteed construction budget. *(Although the October 30, 2026 Conditions Assessment contains “Draft” markings, it is the final report accepted by the MCCSD Board of Directors.)*

The District has received a 450 Architects Conditions Assessment and Phase 1 Modernization Technical Memorandum dated October 30, 2026, and associated rough-order-of-magnitude (ROM) cost information. Available background materials are identified in Exhibit B. These materials are provided for informational purposes, may be preliminary, and do not independently establish the final approved project scope or budget. MCCSD may issue additional information through written addenda. *(Although the October 30, 2026 Conditions Assessment contains “Draft” markings, it is the final report accepted by the MCCSD Board of Directors.)*

- Renovation and modernization of existing District facilities;
- New construction;
- Deferred-maintenance projects;
- Accessibility improvements;
- Building-system replacements;
- Structural and seismic improvements;
- HVAC, electrical, plumbing, technology, and life-safety improvements;
- Site and infrastructure improvements;
- Landscaping and parking improvements;

- Energy-efficiency and sustainability projects;
- Grant-funded capital projects; and
- Projects involving multiple consultants, contractors, governmental agencies, and funding sources.

The District requires professional project coordination and oversight to ensure projects are properly planned, documented, budgeted, scheduled, procured, constructed, and closed out.

3. PURPOSE OF THE RFP

The purpose of this RFP is to select a qualified Construction Project Coordinator/Project Management Consultant to assist MCCSD in managing its construction and capital improvement activities.

The selected consultant shall function as an owner's representative for MCCSD, as authorized by the District, and shall protect the District's interests with respect to:

- Project scope;
- Cost;
- Schedule;
- Quality;
- Contract compliance;
- Regulatory compliance;
- Risk management;
- Documentation;
- Change management;
- Contractor and consultant coordination;
- Project reporting; and
- Successful project completion.

The consultant’s authority is limited to the responsibilities delegated by MCCSD and is further defined in Section 4.L, Authority and Limitations of Consultant.

Final policy, contracting, expenditure, and governance authority remains with MCCSD and its Board of Directors or designated District officials as provided by law and District policy.

4. SCOPE OF SERVICES

The scope may include some or all of the following services depending upon the project and project phase.

A. Project Initiation and Planning

1. Review applicable public funding, grant, and procurement requirements together with existing project documents, studies, assessments, drawings, budgets, contracts, schedules, and related materials.

2. Meet with District representatives to establish project objectives, scope, priorities, budget, funding constraints, schedule, stakeholders, decision-making responsibilities, and reporting/invoicing procedures.

3. Assist MCCSD in developing comprehensive project implementation plans.

4. Identify anticipated project risks, constraints, dependencies, and decision points.
5. Develop and maintain a project responsibility matrix identifying the roles of the MCCSD Board, General Manager, District staff, project coordinator/project manager, architect, engineers, contractors, inspectors, funding agencies, regulatory agencies, and other project participants.

B. Project Schedule Management

1. Develop and maintain a comprehensive master project schedule.
2. Establish major milestones including design, District approvals, environmental review, permitting, funding deadlines, procurement, bid advertisement, contract award, Notice to Proceed, construction milestones, substantial completion, final completion, and project closeout.
3. Monitor schedule performance.
4. Identify actual or anticipated delays.
5. Recommend corrective actions or recovery strategies.
6. Provide updated project schedules as required.

C. Budget and Cost Control

1. Assist in establishing and maintaining the total project budget.
2. Track total project costs, including but not limited to construction costs, design costs, consultant costs, permit fees, testing and inspection costs, contingencies, furniture/fixtures/equipment, escalation, change orders, grant-funded costs, District-funded costs, and other soft and hard costs.
3. Maintain a detailed cost control report and present regular budget-to-actual reports.
4. Identify projected cost overruns before they occur whenever reasonably possible.
5. Review invoices, payment applications, and consultant billings for consistency with contracts and work performed.
6. Make payment recommendations to MCCSD.
7. Maintain a change-order and contingency log.
8. Provide financial forecasting through project completion.

D. Design Phase Coordination

1. Act as central point of contact for communication between MCCSD, architects, engineers, consultants, and stakeholders.
2. Monitor design progress against approved scope, budget, and schedule.
3. Coordinate District review of design documents.
4. Facilitate design review meetings.
5. Maintain design decision logs.
6. Review plans from a constructability, coordination, scheduling, phasing, and budget perspective.
7. Assist in value-engineering analysis.

8. Track required governmental and regulatory approvals.

9. Monitor incorporation of District comments into project documents.

10. Assist in evaluating whether proposed designs remain within established project budgets.

E. Permitting and Regulatory Coordination

1. Maintain a permit and regulatory approval log identifying required submissions, agency comments, responsible parties, deadlines, and status.

2. Coordinate submission schedules and responses among the District, design professionals, and applicable agencies, and promptly report potential approval delays to MCCSD.

3. The consultant shall not perform professional design or engineering services requiring licensure unless appropriately licensed to perform such services.

F. Procurement and Bidding Support

1. Develop and coordinate the construction procurement schedule and support compliance with applicable California law, District procurement requirements, and grant requirements.

2. Coordinate bid documents.

3. Support pre-bid meetings and site walks.

4. Coordinate responses to bidder questions with the District and design team.

5. Coordinate addenda.

6. Review bids for responsiveness.

7. Prepare bid tabulations.

8. Support contractor qualification and reference review.

9. Prepare procurement recommendations for District consideration.

10. Support Board agenda materials associated with contract awards.

11. The consultant shall not independently award contracts or make commitments on behalf of MCCSD.

G. Construction Phase Coordination and Oversight

1. Serve as MCCSD's primary project coordination representative.

2. Facilitate and represent the District in Owner/Architect/Contractor (OAC) construction progress meetings.

3. Monitor project progress and provide status information for the District’s required project reporting.

4. Observe work for general conformity with project requirements.

5. Coordinate communication among MCCSD, architect, engineers, general contractor, subcontractors, inspectors, consultants, regulatory agencies, and grant making organizations.

6. Maintain project action-item, RFI, submittal, change-order, issue, and risk logs.

7. Track contractor schedule performance and critical-path activities.

8. Document significant construction issues.

9. Review contractor progress reports.

10. Review payment applications and recommend action to MCCSD.

11. Administer proposed changes in accordance with Section H, Change Management.

12. Monitor testing and inspection activities.

13. Coordinate District-furnished equipment and services.

14. Monitor punch-list completion.

15. Promptly notify MCCSD of material cost problems, schedule problems, safety concerns, quality concerns, contract disputes, claims, regulatory issues, or other significant project risks.

H. Change Management

1. Develop and maintain a formal change-management process for all proposed scope, cost, and schedule changes.

2. Evaluate and document each proposed change, including reason, requesting party, scope, estimated cost, schedule impact, funding source, design and contractual implications, supporting documentation, consultant recommendation, required District approval, and final disposition.

3. Represent the District in change-order and claim negotiations as authorized, but do not approve or direct a change that modifies scope, cost, schedule, or contract terms without the required District authorization, except under specifically authorized emergency procedures.

I. Documentation and Records Management

1. Establish and maintain organized project files, including contracts, drawings, specifications, schedules, budgets, meeting minutes, correspondence, RFIs, submittals, change orders, payment records, inspection reports, photographs, permits, testing reports, claims, funding documentation, closeout documents, warranties, and other project records.

2. Provide records created or maintained for the District to MCCSD upon request and at project completion.

J. Grant and Funding Compliance

1. Track eligible expenditures, grant milestones, reporting deadlines, and reimbursement requirements.

2. Maintain supporting procurement, financial, compliance, and audit documentation required by applicable funding sources.

3. Coordinate with funding agencies and support audits, reimbursement requests, and other required reporting.

4. Immediately notify MCCSD of any known or suspected project action that may jeopardize project funding or compliance.

K. Community and Board Coordination

1. Attend MCCSD Board meetings as required.

2. Present project updates.

3. Prepare written reports suitable for inclusion in public Board packets.

4. Attend community meetings.
5. Explain project schedules, budgets, milestones, and construction impacts in understandable terms.
6. Coordinate stakeholder input where directed by MCCSD.
7. Assist the District with public communications concerning project status.

L. Authority and Limitations of Consultant

The consultant may coordinate, review, analyze, recommend, and negotiate within the authority delegated by MCCSD. Unless expressly authorized in writing, the consultant shall not bind MCCSD, award or modify contracts, authorize expenditures or payments, approve change orders, or direct work that changes project scope, cost, schedule, or contractual obligations. Matters requiring District approval shall be promptly elevated to the authorized District representative.

5. REQUIRED PROJECT MANAGEMENT DELIVERABLES

The selected consultant shall develop and maintain, at minimum:

Deliverable	Minimum Frequency
Master Project Schedule	Initial baseline; updated monthly and upon material change
Project Budget / Cost Control Report	Monthly
Project Responsibility Matrix & Contact Directory	Initial; update as needed
Monthly Project Status Report	Monthly
Risk, Issue, Decision & Action Item Registers	Current; summarized monthly
RFI, Submittal, Change Order & Payment Logs	Current
Permit / Approval Tracking Log	Current
Meeting Minutes	Following each project meeting
Project Document Control / Construction Progress Records	Continuous
Project Closeout Checklist & Final Closeout Report	At closeout

The District may modify required deliverables depending upon the size and complexity of individual projects.

6. MONTHLY REPORTING

The consultant shall provide a written monthly report summarizing, at minimum:

Executive Project Status

- Overall project status
- Significant accomplishments
- Current phase
- Major upcoming milestones

Schedule

- Baseline completion date
- Current projected completion date
- Schedule variance
- Critical schedule issues

Budget

- Original approved budget
- Current approved budget
- Commitments
- Expenditures
- Pending changes
- Remaining contingency
- Forecast final project cost

Contract Changes

- Approved change orders
- Pending change requests
- Potential changes

Risks and Issues

- Description
- Potential consequence
- Responsible party
- Recommended corrective action
- Required District decision
- Deadline for decision

Decisions Required

- Identify decisions requiring action from District staff, the General Manager, Board of Directors, or other authorized party.

7. DISTRICT RESPONSIBILITIES

MCCSD anticipates providing the selected consultant with reasonable access to:

- Existing project documentation;
- District facilities;
- Design consultants;
- Contractors;
- District records relevant to assigned projects;
- District staff;
- Board representatives as appropriate; and
- Other project stakeholders.

MCCSD will retain responsibility for District policy, governance, contracting, and financial approvals except to the extent authority is expressly delegated in writing.

8. MINIMUM QUALIFICATIONS

1. Minimum of ten (10) years of relevant construction project management, construction management, owner's representative, or closely related experience.
2. Demonstrated experience managing public-sector construction or capital improvement projects.
3. Demonstrated experience with projects of comparable size and complexity.
4. Demonstrated proficiency in project scheduling, cost control, construction administration, design coordination, contract administration, change-order review, claims avoidance, construction documentation, and project closeout.
5. Knowledge of California public construction practices.
6. Ability to prepare clear written reports for public-agency decision makers.
7. Ability to manage multiple consultants, contractors, stakeholders, deadlines, and funding requirements.
8. Ability to attend meetings in Marin City as required.
9. Appropriate professional or contractor licensure when required by law for services performed.
10. Ability to satisfy MCCSD insurance requirements.

9. DESIRED QUALIFICATIONS

- Experience with California special districts;
- Experience with community services districts;
- Experience with parks and recreation facilities;
- Experience with community centers and senior facilities;
- Experience with occupied-facility renovation;
- Experience with grant-funded construction;
- Experience with state or federal funding compliance;
- Experience with public procurement;
- Experience working with community stakeholders;
- Experience with ADA/accessibility improvement projects;
- Experience with energy-efficiency or sustainability projects;
- Certified Construction Manager (CCM);
- Project Management Professional (PMP);
- California architect or professional engineer registration;
- California contractor's license, where relevant; or
- Other relevant professional certifications.

10. PROPOSAL SUBMISSION REQUIREMENTS

Proposals should be concise while providing sufficient information for MCCSD to evaluate the respondent. Proposals shall include the following sections in the order listed.

A. Cover Letter

- Firm or individual name;
- Address;

- Primary contact;
- Telephone;
- Email;
- Statement of interest;
- Confirmation of availability; and
- Signature of an individual authorized to bind the respondent.

B. Executive Summary

- Understanding of MCCSD's needs;
- Respondent's qualifications;
- Proposed approach; and
- Primary reasons MCCSD should select the respondent.

C. Project Approach

- Project initiation;
- Budget control;
- Schedule control;
- Design coordination;
- Construction oversight;
- Change management;
- Risk management;
- Documentation;
- District reporting;
- Contractor coordination; and
- Project closeout.

D. Qualifications and Experience

- Years in business/practice;
- Relevant licenses;
- Certifications;
- Public-agency experience;
- Construction project-management experience;
- Relevant facility experience; and
- Experience managing projects in California.

E. Comparable Projects

- Provide at least three (3) comparable projects completed within the previous five (5) years.
- For each project include client, project description, location, construction value, consultant role, original budget, final cost, original completion date, actual completion date, key personnel, and a client reference with current contact information.
- Where there were significant budget or schedule variances, briefly explain the reason.

F. Key Personnel

- Name;
- Title;
- Role;
- Relevant experience;

- Licenses/certifications;
- Percentage of expected project involvement; and
- Resume.
- Identify the individual who will serve as MCCSD's primary day-to-day project coordinator.
- Any replacement of designated key personnel after contract award shall require prior MCCSD approval.

G. Workload and Availability

- Current workload;
- Anticipated availability;
- Ability to begin work;
- Other significant commitments during the anticipated contract term; and
- Ability to respond to urgent construction matters.

H. Claims, Litigation, and Contract History

- Disclose any relevant contract termination, default, material dispute, litigation, arbitration, professional disciplinary action, license suspension, or claim involving professional services within the previous five (5) years.
- Provide sufficient explanation for MCCSD to evaluate the circumstances and resolution.

I. Conflict-of-Interest Disclosure

- Identify any actual, potential, or perceived conflict of interest involving MCCSD, MCCSD directors, MCCSD employees, current MCCSD contractors or consultants, proposed contractors, design professionals, or other project participants.
- Disclose business relationships that could reasonably affect the consultant's independent professional judgment.

J. Exceptions to Proposed Contract

- Identify all requested exceptions to MCCSD's proposed professional services agreement.
- Failure to identify an exception may be considered acceptance of the proposed term.

K. Cost Proposal

- Hourly billing rates by personnel classification;
- Proposed fixed fee, if applicable;
- Estimated hours by task;
- Estimated reimbursable expenses;
- Proposed markup, if any;
- Travel charges;
- Administrative charges;
- Subconsultant markups, if applicable; and
- Any other potential charge to MCCSD.

The cost proposal shall be submitted electronically as a separate PDF file clearly labeled “COST PROPOSAL - DO NOT OPEN WITH TECHNICAL PROPOSAL.” MCCSD will maintain the cost proposal separately from the technical proposal during qualifications evaluation. Where qualifications-based selection requirements apply, compensation will be negotiated with the highest-ranked qualified respondent at a price determined by MCCSD to be fair and reasonable.

11. PROJECT SCHEDULE / RFP SCHEDULE

Activity	Date
RFP Issued	November 6, 2026
Pre-Proposal Meeting	Not Scheduled — Written Questions Only
Deadline for Questions	November 13, 2026
District Responses/Addendum Issued	November 17, 2026
Proposals Due	November 25, 2026, 4:00 PM
Proposal Evaluation	November 30–December 2, 2026
Interviews, if required	December 3–4, 2026
Notice of Intent to Select	December 7, 2026
Contract Negotiations	December 7–8, 2026
Board Consideration of Contract	December 9, 2026 (target; subject to Board agenda and procurement requirements)
Anticipated Notice to Proceed	Following contract approval and execution

MCCSD reserves the right to modify this schedule by written notice or addendum. Any addendum will be distributed through the same channels used for this solicitation.

12. QUESTIONS AND COMMUNICATION

Questions regarding this RFP must be submitted in writing to:

Name/Title: Juanita Edwards, Interim General Manager

Email: jedwards@marincitycsd.com

Question Deadline: November 13, 2026, at 4:00 PM Pacific Time

Respondents shall not communicate regarding this procurement with individual MCCSD Board members, employees, selection committee members, consultants, or other representatives except through the designated RFP contact unless specifically authorized.

Material clarifications or changes to this RFP will be issued by written addendum.

13. PROPOSAL DELIVERY

Proposals must be received no later than:

Deadline: November 25, 2026, at 4:00 PM Pacific Time

Electronic Submission

Email / Procurement Portal: jedwards@marincitycsd.com

Technical proposals and cost proposals must be submitted electronically as separate PDF files. The cost proposal must be clearly identified and maintained separately from the technical proposal during the qualifications evaluation process.

14. EVALUATION AND SELECTION

MCCSD intends to select the respondent determined to be most qualified to provide the required services.

Evaluation Category	Evaluation Weight
Relevant Experience and Demonstrated Competence	25%
Qualifications of Key Personnel	20%
Project Management Approach	20%
Public Agency / Comparable Project Experience	15%
Capacity and Availability	10%
References and Past Performance	10%
TOTAL	**100%**

For professional services subject to qualifications-based selection requirements, price shall not determine the initial ranking of respondents.

15. INTERVIEW PROCESS

If interviews are conducted, MCCSD may evaluate:

- Understanding of the District's project needs and public-agency environment;
- Qualifications, communication skills, and availability of proposed key personnel;
- Approach to schedule, cost, risk, documentation, and change management;
- Approach to contractor, consultant, and stakeholder coordination;
- Problem-solving ability and project-control systems; and
- Overall ability to serve effectively as the District's project management representative.

MCCSD may require proposed key personnel to personally participate in the interview.

16. CONTRACT NEGOTIATION AND AWARD

Following ranking, MCCSD may enter negotiations with the highest-ranked qualified respondent.

- Final scope;
- Deliverables;
- Staffing;
- Schedule;
- Billing rates;
- Maximum compensation;
- Reimbursable expenses;
- Insurance;
- Indemnification;
- Contract administration requirements; and
- Other contractual provisions.

If MCCSD cannot negotiate an agreement it determines to be fair and reasonable with the highest-ranked respondent, MCCSD may terminate negotiations and negotiate with the next-ranked respondent.

Final selection does not create a binding contractual obligation until a contract has been properly approved and executed by MCCSD.

17. INSURANCE REQUIREMENTS

Before commencing services, the selected consultant shall procure and maintain insurance meeting the requirements of Exhibit D — Insurance Requirements for Professional Services and the executed agreement. Any discrepancy will be resolved by MCCSD before contract execution.

Commercial General Liability: $2,000,000 per occurrence and $4,000,000 general aggregate (or project-specific aggregate as provided in Exhibit D).

Automobile Liability: $1,000,000 per accident for bodily injury and property damage.

Workers' Compensation: California statutory limits, where required.

Employer's Liability: $1,000,000 per accident for bodily injury or disease, where required.

Professional Liability / Errors and Omissions: $2,000,000 per claim and $2,000,000 aggregate.

The consultant shall provide additional insured status, primary and non-contributory coverage, waivers, endorsements, certificates, and other protections as specified in Exhibit D, to the extent applicable.

Exhibit D provides the GSRMA professional-services insurance requirements. The proposed agreement in Exhibit C contains its own internal contract exhibits; those internal labels do not change the numbering of the RFP exhibits. Final insurance and contract terms will be established in the executed agreement.

18. INDEPENDENT CONTRACTOR

The selected consultant shall perform services as an independent contractor and not as an employee, officer, or agent of MCCSD. Nothing in the agreement shall create an employer/employee relationship, partnership, joint venture, or authority to contractually bind MCCSD except as expressly stated in writing.

19. CONFLICT OF INTEREST AND ETHICS

The selected consultant shall comply with all applicable conflict-of-interest and governmental ethics laws.

The consultant shall immediately disclose any circumstance that may create an actual or potential conflict involving MCCSD or the project.

The consultant shall not accept:

- Kickbacks;
- Rebates;
- Undisclosed commissions;
- Gifts intended to influence project decisions;
- Contractor incentives; or

- Other improper consideration from any contractor, subcontractor, supplier, consultant, or other project participant.

The consultant must maintain independence when making recommendations to MCCSD.

20. PUBLIC RECORDS

MCCSD is a California public agency. Proposal materials and records submitted in connection with this RFP may be subject to disclosure pursuant to the California Public Records Act and other applicable law.

Respondents should clearly identify information they believe is legally exempt from disclosure.

MCCSD does not guarantee that material identified as confidential will be exempt from disclosure.

21. OWNERSHIP OF WORK PRODUCT

Unless otherwise provided by contract, reports, schedules, logs, databases, analyses, correspondence, photographs, meeting minutes, tracking documents, and other work product developed specifically for MCCSD under the agreement shall become District records upon payment for the applicable services.

The consultant shall provide such records to MCCSD in editable electronic formats as requested.

22. RECORD RETENTION AND AUDIT

The selected consultant shall maintain complete and accurate records supporting work performed and amounts invoiced.

Records shall be retained for the period required by:

- Applicable law;
- Funding agreements;
- Grant requirements; and
- The MCCSD professional services agreement.

MCCSD and authorized governmental or funding agencies may inspect applicable project records as permitted by law and contract.

23. STANDARD OF PERFORMANCE

Consultant shall perform services professionally, competently, timely, and objectively; in accordance with applicable law and generally accepted professional practices; and in the best interests of MCCSD within the consultant's contractual scope.

The consultant shall promptly notify MCCSD of material errors, omissions, deficiencies, risks, or conditions discovered during the performance of services.

24. GENERAL TERMS AND CONDITIONS

A. Costs of Proposal

All costs associated with preparing or submitting a proposal are the responsibility of the respondent.

B. No Guarantee of Work

Issuance of this RFP does not guarantee that MCCSD will award a contract or guarantee any minimum amount of work.

C. Proposal Validity

Proposals shall remain valid for at least ninety (90) days after the submission deadline unless otherwise stated.

D. Addenda

Respondents are responsible for reviewing and acknowledging all RFP addenda.

E. Subconsultants

The use of subconsultants shall be disclosed in the proposal and may be subject to MCCSD approval.

F. Assignment

The resulting agreement may not be assigned without prior written consent from MCCSD.

G. Compliance With Law

The selected consultant shall comply with all applicable federal, state, and local laws and regulations.

25. MCCSD RIGHTS

MCCSD expressly reserves the right to:

1. Reject any or all proposals;
2. Cancel or modify this RFP;
3. Issue addenda;
4. Waive minor irregularities or informalities where legally permissible;
5. Request clarification or additional information;
6. Verify any information contained in a proposal;
7. Contact references;
8. Conduct interviews;
9. Investigate qualifications and past performance;
10. Negotiate scope and contract terms;
11. Determine whether a respondent possesses adequate financial, technical, and organizational capacity;
12. Discontinue negotiations with any respondent;
13. Reissue the solicitation;
14. Modify the procurement schedule; and
15. Take any other action determined by MCCSD to be in the District's best interest and consistent with applicable law.

26. ANTICIPATED CONTRACT TERM

Initial Contract Term: One (1) year

Optional Extensions: Option to extend for one (1) additional year, subject to MCCSD approval.

Any extension shall be subject to:

- Satisfactory performance;
- Continued project need;
- Availability of funding;
- Applicable procurement requirements; and
- MCCSD approval.

MCCSD may alternatively award services on a project-specific or task-order basis.

27. ATTACHMENTS / EXHIBITS

- Exhibit A: Detailed Project Description
- Exhibit B: Existing Project Documents — 450 Architects Conditions Assessment and Phase 1 Modernization Technical Memorandum (October 30, 2026), and associated ROM cost information (background reference documents; additional materials may be issued by addendum) *(Although the October 30, 2026 Conditions Assessment contains "Draft" markings, it is the final report accepted by the MCCSD Board of Directors.)*
- Exhibit C: Proposed Professional Services Agreement — District Counsel revised draft dated November 3, 2026 (proposed terms, subject to negotiation and final District approval)
- Exhibit D: GSRMA Insurance Requirements for Professional Services — original three-page Exhibit 2 attachment
- Exhibit E: Cost Proposal Form
- Exhibit F: Reference Form
- Exhibit G: Conflict-of-Interest Disclosure
- Exhibit H: Consultant Certification
- Exhibit I: Project Site Information
- Exhibit J: Applicable Funding or Grant Requirements — as provided with this RFP or by written addendum; funding schedules and compliance obligations are subject to applicable grant documents

28. RESPONDENT CERTIFICATION

The undersigned certifies that the respondent:

1. Has reviewed the RFP and applicable addenda;
2. Has provided accurate information;
3. Is authorized to submit the proposal;
4. Has disclosed known conflicts of interest;
5. Will comply with applicable laws and MCCSD contractual requirements; and
6. Understands that submission of a proposal does not create a contractual right or guarantee of award.

Firm/Consultant: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____