

**BUTTE SCHOOLS SELF-FUNDED PROGRAMS REQUEST FOR PROPOSALS
ARCHITECTURAL SERVICES FOR ADMINISTRATIVE AND MEDICAL OFFICE
SITE PROJECT**

RFP No. 2026-01

Butte Schools Self-Funded Programs ("BSSP" or "Owner") is seeking proposals from qualified architectural firms to provide full architectural planning and design services for BSSP's Administrative and Medical Office Site Project ("Project") at 377 Connors Court, Chico, California.

Respondents to this Request for Proposals ("RFP") should email o their Proposal, labeled "Proposal for Architectural Services – BSSP Administrative and Medical Office Site Project," to:

Christy R. Patterson, Executive Director
cpatterson@bsspjpa.org
Butte Schools Self-Funded Programs
500 Cohasset Road, Suite 24
Chico, CA 95926

ALL RESPONSES ARE DUE BY 2:00 P.M. ON MAY 15, 2026.

Any Proposal received after that date and time will not be accepted and will be returned unopened.

Each Proposal must conform and be responsive to the requirements set forth in this RFP. BSSP reserves the right to waive any informalities or irregularities in received Proposals. Further, BSSP reserves the right to reject any and all Proposals and to negotiate contract terms with one or more Respondents for one or more of the work items. BSSP retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFP, please email Christy R. Patterson at cpatterson@bsspjpa.com before 5:00 p.m. on May 1, 2026. Answers will be posted on the BSSP website by 5:00 p.m. on May 5, 2026.

I. RFP Response Schedule Summary

Date/Time	Action Item
March 26, 2026	Release of RFP
April 13, 2026 at 2:00 P.M.	Deadline for submission of written questions to BSSP concerning RFP
April 17, 2026 at 5:00 P.M.	Deadline for BSSP to answer questions or issue addenda concerning RFP
April 27, 2026 at 2:00 P.M.	Deadline for all submissions in response to RFP

Date/Time	Action Item
Week of April 27, 2026	Release of short-listed Respondents and interview notifications
Week of May 4, 2026	Interviews of short-listed Respondents
May 12, 2026	Notification to selected Respondent

BSSP reserves the right to change the schedule without prior notice.

II. Background

Butte Schools Self-Funded Programs is a joint powers authority established under California Government Code Section 6500 et seq., with authority to acquire and hold real property for the benefit of its member educational agencies. BSSP is in the process of acquiring real property located at 377 Connors Court in the City of Chico, County of Butte, State of California (APN 006-290-007) ("Site") for development of an Administrative and Medical Office Site to serve BSSP's operational needs and member agencies.

This RFP defines the architectural services sought for the Administrative and Medical Office Site Project.

III. Project Description

The Project involves the renovation, modernization, and potential new construction of facilities at the Site to create a functional administrative headquarters for BSSP and medical offices for its Health and Wellness Center. The Site is currently improved with existing structures that may be adapted for administrative use.

A. Project Location

377 Connors Court
City of Chico, CA 95928
Butte County
APN: 006-290-007

B. Anticipated Scope

The Project scope includes, but is not limited to:

- Site evaluation and feasibility analysis for administrative use
- Renovation and modernization of existing improvements
- Potential new construction or additions as needed
- Site improvements, parking, landscaping, and accessibility upgrades

- Building systems upgrades (HVAC, electrical, plumbing, fire protection)
- Interior improvements for office space, meeting rooms, medical patient rooms, and related facilities
- Compliance with all applicable building codes and accessibility requirements
- Sewer connection and septic tank abandonment

A conceptual improved floor plan (Exhibit A) is included for reference.

C. Jurisdictional Authority

This is a non-Division of State Architect (DSA) project. The City of Chico has building code jurisdiction over the Project. The Project shall comply with the California Building Code as adopted and amended by the City of Chico, along with all other applicable local, state, and federal regulations.

D. Environmental Review

The Project will require compliance with the California Environmental Quality Act (CEQA). The selected architect may be required to support BSSP in completing environmental review, including preparation or coordination of technical studies as necessary.

IV. Scope of Services

Any Respondent must be capable of providing full architectural services through the design and construction phases of the Project. The desired scope of services includes, but is not limited to:

A. Programming and Schematic Design

- Conduct site analysis and existing conditions assessment
- Develop space programming based on BSSP's operational needs
- Prepare schematic design documents
- Provide preliminary cost estimates
- Coordinate with City of Chico planning and building departments
- Support CEQA environmental review process

B. Design Development

- Prepare design development documents
- Coordinate with engineering consultants (civil, structural, mechanical, electrical, plumbing)
- Refine cost estimates
- Present design to BSSP Board for approval

C. Construction Documents

- Prepare complete construction documents suitable for permitting and bidding
- Coordinate submittal to City of Chico for building permit approval
- Prepare specifications in accordance with applicable codes and standards
- Provide final cost estimates

D. Bidding and Award Phase

- Respond to bidder questions and issue addenda as necessary
- Review bid submissions
- Provide recommendation for contract award

E. Construction Phase Services

- Review contractor submittals and shop drawings
- Conduct site observations during construction
- Review and process requests for information (RFIs)
- Review change order requests
- Review payment applications
- Conduct punch list inspections
- Support substantial completion and final completion processes

F. Coordination and Compliance

- Coordinate with all necessary consultants and specialists
- Ensure compliance with City of Chico building codes and permitting requirements
- Ensure compliance with accessibility requirements (California Building Code Chapter 11B, ADA)
- Coordinate with utility providers as necessary
- Attend BSSP Board meetings as requested

The final scope of services will be negotiated between BSSP and the selected Respondent and incorporated into the Agreement for Architectural Services.

V. Project Budget and Timeline

A. Anticipated Budget

BSSP anticipates a total project construction budget in the range of \$500,000 to \$1,500,000, depending on the scope of improvements identified during the design phase. Respondents should

provide realistic cost estimates and value engineering recommendations to maximize project value within budget constraints.

B. Anticipated Timeline

- Design Phase Completion: August 2026
- Permit Approval: November 2026
- Bid Phase: November 2026
- Construction Start: December 2026
- Substantial Completion: May 2027

Respondents should provide a detailed proposed schedule with their submission.

VI. Limitations

The award of a contract, if at all, is at the sole discretion of BSSP. BSSP reserves the right to contract with any person or entity responding to this RFP. BSSP makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. BSSP shall in no event be responsible for the cost of preparing a response to this RFP.

Proposals, and any other supporting materials submitted to BSSP in response to this RFP, will not be returned and will become the property of BSSP unless portions of the material are designated as proprietary at the time of submittal and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind BSSP to protect the designated matter from disclosure.

Pursuant to *Michaelis, Montanari & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals shall be held confidential by BSSP and shall not be subject to disclosure under the California Public Records Act until after either (1) BSSP and the successful Respondent have completed negotiations and entered into an agreement, or (2) BSSP has rejected all Proposals. Furthermore, BSSP will have no liability to Respondent or other party as a result of any public disclosure of any Proposal.

VII. Full Opportunity

BSSP hereby affirmatively ensures that Disadvantaged Business Enterprises (DBE), Small Local Business Enterprises (SLBE), Small Emerging Local Business Enterprises (SELBE), and Disabled Veterans Business Enterprises (DVBE) shall be afforded full opportunity to submit Proposals in response to this RFP and no Respondent will be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition, or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

VIII. Restrictions on Lobbying and Contacts

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFP, the evaluation/selection process, or the award of the contract with any member of BSSP's Board of Directors or staff, except through the designated contact person (Christy R. Patterson, Executive Director). Any such contact shall be grounds for the disqualification of Respondent.

IX. Proposal Requirements

A. Format

Material must be in 8-1/2 x 11 inch format with font no less than 11-point font size.

Proposals shall be no more than twenty (20) single-sided pages or ten (10) double-sided pages in length. This page limitation excludes front/back covers, divider sheets/tabs, and allowed appendices. Proposals containing more than the authorized number of pages will not be considered.

Provide one copy of the Proposal in PDF format by email.

B. Content

1. Cover Letter

Include a brief description of why Respondent is well suited for, and can meet, BSSP's needs for this Project.

Clearly identify the individuals who are authorized to speak for Respondent during the evaluation process, including name, title, mailing address, email address, and telephone number.

Include one (1) of the following statements:

Option 1:

"[INSERT RESPONDENT'S NAME] acknowledges receipt of BSSP's form of Agreement for Architectural Services. [INSERT RESPONDENT'S NAME] has reviewed the indemnity and insurance provisions contained in the Agreement. If given the opportunity to contract with BSSP, [INSERT RESPONDENT'S NAME] has no objections to the use of the Agreement."

OR

Option 2:

"[INSERT RESPONDENT'S NAME] acknowledges receipt of BSSP's form of Agreement for Architectural Services. [INSERT RESPONDENT'S NAME] has reviewed the indemnity and insurance provisions contained in the Agreement. If given the opportunity to contract with BSSP,

[INSERT RESPONDENT'S NAME] has objections to the use of the Agreement, only as identified in the Appendix."

Certify that no official or employee of BSSP, nor any business entity in which an official of BSSP has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contracts, nor that any such person will be employed in the performance of any/all contracts without immediate divulgence of this fact to BSSP.

Sign below the following language: "By virtue of submission of this Proposal, [INSERT RESPONDENT'S NAME] declares that all information provided is true and correct."

2. Firm Qualifications and Experience

- Provide a brief history of the firm, including years in business, number of employees, and office locations
- Describe the firm's experience with similar administrative/office building projects
- Describe the firm's experience with City of Chico permitting and building code compliance
- Describe the firm's experience with non-DSA public agency projects
- Describe the firm's experience with CEQA environmental compliance
- Provide at least three (3) references from similar projects completed within the last five (5) years, including:
 - Project name and location
 - Client name and contact information
 - Project scope, budget, and timeline
 - Brief description of services provided

3. Project Team

- Identify the principal-in-charge, project manager, and key design staff who will be assigned to this Project
- Provide resumes demonstrating relevant qualifications and experience for each key team member
- Identify all anticipated subconsultants (civil, structural, mechanical, electrical, plumbing, etc.) and their qualifications
- Provide an organizational chart showing project team structure and reporting relationships
- Confirm availability of proposed team members for the anticipated project schedule

4. Design Proposal

Please provide a reasonably detailed proposal for providing full architectural planning and design services for the Project. Address, at a minimum, the following topics:

- Understanding of project goals and BSSP's needs
- Preliminary approach to site evaluation and programming
- Key design considerations and opportunities
- Recommended approach to City of Chico permitting and code compliance
- Approach to sustainability and energy efficiency
- Recommendations for phasing or value engineering, if applicable
- Anticipated challenges and proposed solutions
- Quality assurance and project management approach

5. Project Schedule

Provide a detailed proposed schedule for all phases of the Project, from programming through construction administration, consistent with the anticipated timeline in Section V.B or with explanation of any recommended modifications.

6. Fee Proposal

Propose a not-to-exceed fee for the services described in Section IV. Include a detailed breakdown or itemization showing:

- Fees by project phase (programming, schematic design, design development, construction documents, bidding, construction administration)
- Hourly rates for principal, project manager, and key staff
- Anticipated hours by phase and team member
- Subconsultant fees (itemized by discipline)
- Reimbursable expenses (specify assumptions)

The final form of the Agreement will incorporate the final scope of work and not-to-exceed fee negotiated between BSSP and the selected Respondent.

7. Insurance and Bonding

Confirm ability to meet the following minimum insurance requirements:

- Commercial General Liability: \$2,000,000 per occurrence / \$3,000,000 aggregate
- Professional Liability (Errors & Omissions): \$1,000,000 per claim / \$2,000,000 aggregate
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- Automobile Liability: \$1,000,000 combined single limit
- Workers' Compensation: Statutory limits

Provide certificate of insurance demonstrating current coverage.

8. Appendix

- Objections or comments to form of Agreement, if any. Clearly explain what modification would be sought and specify alternate language.
- Additional materials supporting qualifications (awards, certifications, publications, etc.)
- Any additional information Respondent believes relevant to evaluation

X. Selection Process

A. Evaluation Criteria

BSSP will evaluate all timely Proposals based on the following criteria:

- 1. Firm Qualifications and Experience (25%)**
 - Experience with similar administrative/office projects
 - Experience with City of Chico permitting
 - Experience with non-DSA public agency projects
 - Quality of references
- 2. Project Team Qualifications (20%)**
 - Qualifications and experience of key personnel
 - Team availability and commitment
 - Subconsultant qualifications
- 3. Design Proposal and Approach (25%)**
 - Understanding of project goals
 - Quality and creativity of proposed approach
 - Feasibility and practicality of recommendations
- 4. Project Schedule (10%)**
 - Reasonableness and detail of proposed schedule
 - Ability to meet BSSP's timeline requirements

5. Fee Proposal (15%)

- Competitiveness of fees
- Clarity and completeness of fee breakdown
- Value for services offered

6. Interview Performance (5%)

- Quality of presentation and responsiveness to questions
- Chemistry and compatibility with BSSP team

Each Proposal must be complete. Incomplete Proposals will be considered nonresponsive and grounds for disqualification. BSSP retains the sole discretion to determine issues of compliance and to determine whether a Respondent is responsive, responsible, and qualified.

B. Interviews

BSSP, at its sole discretion, may elect to interview one or more selected Respondents. If a Respondent is requested to come for an interview, the key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for BSSP to review the Respondent's proposal and other matters BSSP deems relevant to its evaluation. Any comments or proposed changes to the form of Agreement may be the subject of inquiry at the interview.

C. Investigation

BSSP may request a Respondent to submit additional information pertinent to the review process. BSSP also reserves the right to investigate and rely upon information from any other available sources in addition to any documents or information submitted.

D. Award

BSSP reserves the right to contract with any person or entity responding to this RFP for all or any portion of the work described herein, to reject any Proposal as non-responsive, and/or not to contract with any Respondent for the services described herein. BSSP makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. BSSP reserves the right to contract with any firm not participating in this process.

BSSP shall in no event be responsible for the cost of preparing any Proposal in response to this RFP, including any supporting materials.

Awarding of contracts is at the sole discretion of BSSP. BSSP may, at its option, determine to award contracts only for portions of the scope of work identified herein. In such case, the successful Respondent will be given the option not to agree to enter into the contract and BSSP will retain the right to negotiate with any other Respondent selected as a finalist.

If no finalist is willing to enter into a contract for the reduced scope of work, BSSP will retain the right to enter into negotiations with any other Respondent to this RFP.

XI. General Terms and Conditions

A. Public Records Act

BSSP is a public agency subject to the California Public Records Act. All materials submitted in response to this RFP may be subject to disclosure unless exempted by law. Respondents should clearly identify any proprietary or confidential information.

B. Governing Law

This RFP and any resulting contract shall be governed by the laws of the State of California. Any litigation shall be commenced and maintained in Butte County, California.

C. Errors and Omissions

BSSP reserves the right to correct errors in this RFP. BSSP also reserves the right to request clarification or additional information from Respondents.

D. Modification or Withdrawal

Respondents may modify or withdraw their Proposals at any time prior to the submission deadline by written notice to BSSP.

E. Incurred Costs

BSSP shall not be liable for any costs incurred by Respondents in preparing or submitting Proposals, attending interviews, or any other costs incurred prior to execution of a formal agreement.

WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!

Contact Information:

Christy R. Patterson, Executive Director
Butte Schools Self-Funded Programs
500 Cohasset Road, Suite 24
Chico, CA 95926
Email: cpatterson@bsspjpa.com
Phone: 530-879-7438, extension 2

Exhibit A

