



REQUEST FOR QUALIFICATIONS TO PROVIDE ARCHITECTURAL, STRUCTURAL ENGINEERING, AND OTHER SERVICES

RFQ NO. ATC-175-01

1.0 Introduction

1.1 Background and Purpose

The Applied Technology Council (ATC) was awarded a grant by the California Governor's Office of Emergency Services to conduct a project that will develop mitigation strategies and obtain data that can be used by California K-12 public school districts to help them prioritize their most vulnerable school buildings for seismic retrofit, understand the costs and benefits of different seismic retrofit strategies, and seek funding to support future seismic retrofit projects.

ATC is partnering with the California Department of General Services' Division of the State Architect (DSA) in the conduct of this project. The project will utilize data generated as part of the seismic-safety study published in 2002 by DSA that identified 7,537 K-12 public schools across the state that potentially will not achieve life-safety performance in future earthquakes. Due to their age, it is assumed that none of these buildings meets the requirements of the 1976 Uniform Building Code, which introduced substantial improvements in seismic design requirements, and all of these buildings rely on structural systems that are known to have potential for damage and collapse during large earthquakes.

The project will produce a publicly available resource guide to help school districts prioritize and take action on their most vulnerable school buildings. The resource guide will identify common types of seismic retrofit schemes available for those buildings, the expected range of costs and benefits for typical retrofit projects, and tradeoffs between retrofit and replacement. The resource guide also will help school districts prepare applications for available mitigation funding from FEMA's Hazard Mitigation Grant Program (HMGP), California's Seismic Mitigation Program (SMP) administered by the Office of Public School Construction, and potentially other federal and state programs. A goal of the project is to provide guidance and data tailored for high-need school districts, such as those serving large percentages of disadvantaged students, because of the significant obstacles they encounter in upgrading their facilities. The project also will conduct targeted educational outreach to selected school districts, ultimately assisting one high-need school district in preparing an application for funding to seismically mitigate one or more of its most vulnerable buildings.

ATC seeks to select highly experienced architects, structural engineers, and qualified professionals in use of the FEMA BCA Toolkit and construction cost estimating to provide services in the conduct of work on this project.

1.2 Deadlines

The deadline to submit questions regarding this Request for Qualification (RFQ) is November 14, 2025, at 5pm Pacific. The deadline to submit a Statement of Qualifications (SOQ) in response to this RFQ is November 21, 2025, at 5pm Pacific.

1.3 Contact Information

All questions and responses should be sent electronically to Justin Moresco at jmoresco@atcouncil.org with "RFQ ATC-175-01" in the subject line.

2.0 Scope of Work

Consultants selected to serve on the project will be organized into the following project groups, to provide the services generally described below:

Project Technical Committee (PTC): The PTC will be responsible for planning and performing all technical work, reaching consensus opinions on the technical direction of work, directing and reviewing the activities of Working Groups, and developing the content for the resource guide and educational outreach materials. The PTC also will provide input into the school district application for mitigation funding. One member of the PTC will be selected to serve as Chair/Project Technical Director (PTD), who will assist the ATC Project Manager in the management and direction of the technical work, and the successful and timely execution of the project.

Project Review Panel (PRP): The PRP is responsible for providing guidance and technical review at key development stages of the work and helping to ensure that end products are complete, accurate, and reflect a broad spectrum of opinion.

Working Groups (WG): Detailed technical work will be carried out by WG members and other selected specialists working under the direction of the PTC in performing specific assigned technical tasks. WG members may be selected from among the pool of qualified architect and engineering consultants, or may be selected from support staff working at the firms of consultants selected to serve on the PTC. As part of this RFQ, ATC is seeking an architect, structural engineer, or other qualified professional with experience using the FEMA BCA Toolkit to demonstrate cost-effectiveness on seismic mitigation projects. ATC is also seeking the services of a qualified professional to provide construction cost estimating services.

2.1 Architect

Selected architects will be expected to provide, or review, the following specific tasks:

- Describe fire and life safety and accessibility upgrades that are commonly required (i.e., triggered) by the California Building Code when doing seismic retrofit projects or other large alteration projects on K-12 public school buildings. Provide enough detail to generate cost estimates for this work.
- Advise the PTC on common incentives, challenges, and other factors considered by K-12 public school districts in California when considering seismic retrofit projects.

- Advise the PTC on the definition of a suite of K-12 public school building “archetypes” that will serve as the basis for developing concept retrofit schemes.
- Advise the PTC on key eligibility requirements, potential challenges, and strategies for overcoming those challenges related to participating in California’s Seismic Mitigation Program.
- Prepare a set of short case studies describing the successful completion of seismic retrofit projects for K-12 public schools in California.
- Help develop the content for the resource guide.
- Help develop the content for the educational outreach materials.
- Help deliver webinars using the educational outreach materials.
- Provide input into the school district application for seismic mitigation funding.
- Other tasks that may emerge during the course of the project.

2.2 Structural Engineers

Selected structural engineers will be expected to provide, or review, the following specific tasks:

- Define a suite of K-12 public school building “archetypes” that will serve as the basis for the development of concept retrofit schemes. This work will be informed by data from the 2002 DSA seismic-safety study.
- Develop concept seismic retrofit schemes (addressing structural and nonstructural vulnerabilities) for the archetypes that comply with California Building Code regulations for K-12 public schools. If needed, alternative seismic retrofit schemes will also be developed that comply with California’s Seismic Mitigation Program and/or FEMA’s Hazard Mitigation Grant Program. Provide enough detail to generate cost estimates for this work.
- Advise the PTC on recommended prioritization of seismic retrofits for vulnerable structural systems identified in the 2002 DSA seismic-safety study.
- Advise the PTC on key eligibility requirements, potential challenges, and strategies for overcoming those challenges related to participating in California’s Seismic Mitigation Program.
- Help develop the content for the resource guide.
- Help develop the content for the educational outreach materials.
- Help deliver webinars using the educational outreach materials.
- Provide input into the school district application for seismic mitigation funding.
- Other tasks that may emerge during the course of the project.

2.3 WG Members

Selected individuals will be expected to provide the following specific services:

- Advise the PTC on necessary inputs to run benefit-cost analysis for seismic mitigation projects using the latest FEMA BCA Toolkit.
- Generate BCA using the latest FEMA BCA Toolkit for a suite of K-12 public school building “archetypes.”
- Document the key inputs and results from the BCA for inclusion in the resource guide.
- Advise the PTC on typical ranges of construction costs for seismic retrofit and construction of new K-12 public school buildings in California.

3.0 Qualifications

The following qualifications are sought for the individual consultants responding to this RFQ. The qualifications of other individuals at a respondent's firm should not be used as evidence of qualifications:

PTC or PRP Architect or Structural Engineer

- Licensed Architect or Structural Engineer in the State of California.
- Experience working on rehabilitation projects for K-12 public schools in California that included seismic retrofit scopes of work.
- Experience working on new building projects for K-12 public schools in California.
- Experience evaluating the need for and specifying requirements related to fire and life safety and accessibility upgrades that are commonly required (i.e., triggered) by the California Building Code when doing seismic retrofit projects or other large alteration projects on K-12 public school buildings (Architects only).
- Experience evaluating projects for eligibility for California's Seismic Mitigation Program.
- Experience writing reports for school administrators, school facility managers, and/or other education professionals who are not experts in construction fields.
- Experience working on technical development or research-to-practice projects with professionally diverse teams that have produced publicly available reports or other resources.
- Access to a staff architect or engineer with experience working on K-12 public school rehabilitation or new building projects in California who can assist with various tasks.

FEMA BCA Toolkit Professional

- Experience generating BCA using FEMA's BCA Toolkit for seismic mitigation projects (nonstructural and structural).
- Experience documenting inputs and results from BCA.
- Experience working on technical development or research-to-practice projects with professionally diverse teams that have produced publicly available reports or other resources.

Cost Estimating Professional

- Experience generating cost estimates for seismic retrofit (nonstructural and structural) and new construction projects, preferably including for K-12 public schools in California.
- Experience working on technical development or research-to-practice projects with professionally diverse teams that have produced publicly available reports or other resources.

4.0 Submission Requirements

All submissions should include the following information, organized as separate sections, and assembled into a single PDF file of no more than eight (8) pages in length, inclusive of all attachments.

Statements of Qualifications should concisely address the general and specific scope of work in Section 2.0 and the list of qualifications in Section 3.0, and should be specifically related to the individual consultant responding to this RFQ, not his or her firm, unless otherwise requested.

A. Individual Consultant Identification

Provide the name of the individual consultant, the name of the firm, the consultant's principal place of business, and contact information.

B. Positions Sought

Indicate the individual consultant's preferred role or roles in the project organizational structure, if any.

C. Individual Consultant Experience

Describe the individual consultant qualifications for performing the work, following the order of qualifications identified in Section 3.0, for the desired role or roles.

D. Client References

Provide two client references for relevant projects, with at least one preferably from a K-12 public school district in California, identifying the client, the project, the designated client contact, along with phone and email contact information.

5.0 Evaluation Criteria

Evaluation will include the following criteria:

- Qualifications, evaluated based on length and relevance of experience (65%)
- Access to support staff with ability to work on the project (20%)
- Overall quality of the response in terms of clear, grammatically correct, and concise writing and conformance with the RFQ requirements for content (10%)
- Client references (5%)

Upon review of the submissions, ATC may ask respondents to answer questions or clarify information. In the event of multiple qualified respondents, ATC may request oral presentations.

ATC will rank the proposals, responses to clarifying questions, and results from oral presentations (if any) using the evaluation criteria described above. The highest-scoring respondents will be invited to join the project team in mutually agreed upon roles, and ATC will attempt to negotiate satisfactory contracts. If ATC is unable to reach agreement with the selected respondents, ATC will repeat the negotiation process with the next highest-scoring respondents, and so on, if necessary.

6.0 Other Requirements

6.1 Compensation

Consultant hourly rates vary by project position, and have been determined under ATC's grant with CalOES. Compensation for consultant services will be negotiated with successful respondents based on a mutually agreeable scope of services and time to complete the work.

6.2 Period of Performance

Selected consultants are expected to begin work no later than January 5, 2026, with the project continuing through November 2027.

6.3 Errors and Omissions in Submittals

ATC will not be liable for errors or omissions in any submittal. Submissions may be rejected as unresponsive if they are incomplete with regard to requirements, are missing pages or information, or cannot be opened for any reason. ATC reserves the right to waive minor irregularities that may be present in a submission, but such a waiver will not modify the overarching requirements of the RFQ.

6.4 No Commitments

Neither submission of a statement of qualifications, nor ATC's receipt of such materials, confers any rights on the part of the proposer, nor any obligation on the part of ATC to make a selection or award a contract.

6.5 Financial Responsibility

ATC has no financial responsibility for any costs incurred by individuals in responding to this RFQ or participating in any presentations or negotiations.