



LIGHTHOUSE COMMUNITY PUBLIC SCHOOLS
REQUEST FOR PROPOSALS
FOR
LIGHTHOUSE HVAC and Roof Replacement

Proposals must be received no later than:

Monday, June 15, 2026, by 4:00pm PST

Email proposals to:

Keivan Abidi, Project Director

Via electronic copy:

Keivan Abidi, Project Director

keivan@blueprintfutures.org

INTRODUCTION

Lighthouse Community Public Schools (Lighthouse) is issuing this Request for Proposals (RFP) seeking proposals from qualified, experienced architects for architectural services for HVAC and roof replacement work. This scope includes creation of drawings and specifications for permitting and bidding purposes and construction management.

This RFP defines the architectural services sought and generally outlines Lighthouse's requirements. Interested parties are responsible for reviewing all contents of this RFP including attachments, background materials, and addenda.

PROJECT DESCRIPTION

This project aims to replace outdated, inefficient HVAC systems at the Lighthouse campus and install modern, network-based control systems with CO₂ monitoring and Demand Control Ventilation (DCV). An assessment prepared on 4/8/25 (Attachment B) revealed that Lighthouse High School operates 31 rooftop Trane HVAC units, most of which are approximately 16 years old and have exceeded their expected useful life. While the systems have been well maintained, their age has resulted in decreased efficiency, higher maintenance costs, and growing performance concerns. The new equipment will include modern features such as Demand Control Ventilation (DCV), which adjusts airflow based on occupancy to reduce energy use and improve indoor air quality by lowering CO₂ levels in classrooms and shared areas.

The installation of network-based controls platforms significantly enhances the management and efficiency of HVAC systems at the campus. They provide remote access, improve energy savings, and offer centralized control and monitoring, leading to optimized energy use, better indoor air quality, and enhanced maintenance capabilities. These technologies are valuable tools for creating a comfortable, healthy, and energy-efficient learning environment.

A smaller, but essential part of this project is additional roof replacement to maximize energy efficiency and durability.

Project Scope

- Replace aging and inefficient HVAC equipment that has exceeded its expected useful life typically (15–20 years)
- Add economizers and powered exhaust to improve building ventilation, reduce Co₂, airborne pollutants and comply with updated title 24 building code.
- Replace aged, dilapidated ductwork to prevent duct leakage, thermal loss and ensure proper airflow to the spaces.
- Implement wireless, network-based HVAC Controls with Demand Control ventilation (DCV) and Zone controllers for proper air distribution and building ventilation. Updated HVAC controls are necessary to reduce energy consumption and maintain adequate space temperatures and air quality.
- Meet or exceed current building code ventilation requirements per ASHRAE 62.1 and California Title 24 Building Energy Standards
- Perform anticipated additional roof repairs deemed necessary after the HVAC work is completed to ensure durability and longevity of building.

Timeline

- Assessment completed: April 2025
 - Project design and procurement: Summer- Fall 2026
 - HVAC Installation phase: Spring – Summer 2027
 - Final commissioning and testing: By August 2027
 - Roof Installation phase: Spring-Summer 2028
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LIMITATIONS

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

Lighthouse reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate each Proposal submitted, and to award a contract, if any, according to the Proposal which best serves the interests of Lighthouse at a reasonable cost to Lighthouse. Further, Lighthouse reserves the right to reject any and/or all Proposals and to negotiate contract terms with one or more respondent firms for one or more of the work items or projects.

SCHEDULE

DATE	ACTIVITY
May 18 th , 2026	RFP Issuance
June 1 st , 2026	Deadline for Submitting Written Questions
June 8 th , 2026	Lighthouse deadline to respond to questions
June 15 th , 2026	Deadline for Submitting Proposals – Due by 4:00pm PST
June 19 th , 2026 (on or about)	Inform Selected Architectural Firm
June 24 th , 2026	Lighthouse Board Approval
June 26 th , 2026 (on or about)	Issue Notice to Proceed
*Schedule is Subject to Change	

GENERAL INSTRUCTIONS

Respondents must submit:

- One (1) electronic PDF version of the proposal –emailed, by **4:00 PM PST on June 15th, 2026**.

Proposals must be prepared and submitted in an organized manner addressed to:

Rich Harrison
Chief Executive Officer
Lighthouse Public Schools
C/O Blueprint

Electronic copies emailed to:
Keivan Abidi, Project Director,
keivan@blueprintfutures.org

If the electronic submittal file is too large for emailing, use Drop Box or Google Drive and send the link.

Lighthouse assumes no responsibility for non-receipt of submittal packages due to any delay. It is the Proposer's responsibility to meet the deadline stated above. Proposals that do not contain all the information requested in this RFP may be considered non-responsive and rejected without evaluation. Proposals received after the deadline may be considered non-responsive. Fax copies will not be accepted. All submittals become public records of Lighthouse and will not be returned.

This RFP does not commit Lighthouse to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. Lighthouse reserves the right to accept all or part of any Proposal or to cancel in part or in its entirety this RFP. Lighthouse further reserves the right to accept the Proposal that it considers to be in the best interest of Lighthouse.

Insurance

All proposers must provide evidence of insurance or insurability.

Conflict of Interest

The prospective proposer, its agents, employees, directors and/or assigns, shall disclose any financial, business, or other relationship with Lighthouse that may have an impact upon the outcome of this contract or potential future of Lighthouse projects resulting from this effort. The prospective proposer, its agents, employees, directors, and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or Lighthouse projects that will follow. In particular, the prospective proposer, its agents, employees, directors, and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the Lighthouse projects.

Nondiscrimination and Background Checks

The selected proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis.

Drug-Free Policy and Fingerprinting. The selected firm(s) shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.

Small and Minority Businesses, Women’s Business Enterprises (2 CFR, Section 200.321)

The Charter School CEO or Designee will ensure that minority businesses, women's business enterprises, and labor surplus area firms are used, when possible, in the Charter School’s determination by taking the following affirmative steps:

1. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists.
2. Assuring that small and minority businesses and women’s business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development of the Department of Commerce
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section

QUESTIONS ABOUT THE RFP

Questions and requests for additional information must be emailed by **June 1, 2026, by 4:00 pm PST**. Please direct questions/clarifications to Keivan Abidi, Project Director, keivan@blueprintfutures.org. Specify “Lighthouse-HVAC and Roof Replacement Project” in the subject line.

Proposers shall not contact any Lighthouse employee or official regarding this proposal other than the individuals listed above. Contacting other Lighthouse employees or officials regarding this work may result in disqualification. No verbal comments made by Lighthouse are binding regarding this RFP.

DISCLOSURES & RESERVATIONS

Disclosures

- The information contained in this RFP regarding the project is believed to be reliable. All information provided in this RFP, in any subsequent response to inquiries, and in any of the attachments, is provided for convenience and should not be independently relied upon in evaluating the project.
- All proposals submitted to Lighthouse are subject to public disclosure. A record shall not be withheld from disclosure unless it is clearly exempt under applicable laws, or unless the public interest is served by not making the record public clearly outweighs the public interest serviced by disclosure of the record. Lighthouse has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Materials submitted that may be confidential in nature should be labeled as such. Lighthouse will attempt to maintain the confidentiality of materials, namely financial information, to the extent permitted by law.

Lighthouse Reservations Lighthouse reserves the right to select applicants into the pool whose firms, in its sole judgment, best meet the needs of Lighthouse. The lowest proposed pricing will not be the sole criterion for recommending the selection for negotiations.

- Lighthouse reserves the right to reject any or all RFPs and to waive technicalities and informalities when Lighthouse determines such waiver to be in Lighthouse's best interest.
- Lighthouse reserves the right to retain all accepted RFPs, including proprietary documentation; regardless of which proposal is selected. No proposal will be returned to proposers.
- Lighthouse reserves the right to request any supplementary information it deems necessary to evaluate proposer's experience or qualifications. This may include supplemental financial information, additional interview(s), and/or additional presentation by the proposer.
- Lighthouse reserves the right to reconsider any proposal submitted at any stage of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information.
- Furthermore, Lighthouse reserves the right to delete or add services until the signing of a contract.
- Lighthouse reserves the right to revise the RFP prior to the date that RFPs are due. Lighthouse will communicate changes through addendum to this RFP. All registered proposers will be notified of revisions to the RFP.
- Lighthouse reserves the right to extend the date by which the RFPs are due.
- Lighthouse reserves the right, in its sole discretion, to reject any and all RFPs and to waive informalities and irregularities in any RFP received. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of Lighthouse. False, incomplete, misleading, or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.
- This RFP does not commit Lighthouse to award a contract or enter into an agreement. All RFPs submitted in response to this RFP become the property of Lighthouse and public records, and as such, may be subject to public review.
- Lighthouse shall not be liable for any pre-contractual/agreement expenses incurred by prospective vendors or selected developers/contractors, including but not limited to costs incurred in the preparation or submission of an RFP. Lighthouse shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.
- Lighthouse reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to selection procedures, submittal date, and submittal requirements. If Lighthouse cancels or revises the RFP, all interested firms will be notified.

BACKGROUND

This project aims to replace outdated, inefficient HVAC systems at the Lighthouse campus and install modern, network-based control systems with CO₂ monitoring and Demand Control Ventilation (DCV).

A smaller, but essential part of this project is additional roof repairs or replacement to maximize energy efficiency and durability.

The total estimated project budget for hard and soft costs of the project is estimated between \$1.5 MM and \$2MM and priority will go to the proposal that best demonstrates project understanding, project approach, and cost containment strategies.

Site Area and History

Founded in 2002, LCPS operates two public charter schools — Lighthouse (K-12) and Lodestar (K-12) serving over 1,500 students in East Oakland. With a vision of transforming its community through creating a family of exceptional schools serving youth and families in Oakland, its mission is to prepare diverse students for college, a career of their choice, and to be lifelong changemakers.

These two campuses are intentionally located in two neighborhoods in East Oakland (94603 and 94621) that have been historically underserved, lacking equitable educational opportunities for families. These neighborhoods have high poverty rates and have had the highest COVID positivity rates in Alameda County during the last three years. These neighborhoods also rank highest in the Oakland Community Stressors Index, the experience of chronic stress, violence, and trauma that negatively impacts communities and increases the likelihood that our students may have lower social capital, decreased collective efficacy, and measurable impact on their psychological development, health, and well-being.

Property Description

Lighthouse is located at 444 Hegenberger Road, Oakland CA 94621. The campus consists of one building that provides 39 classrooms in a total of 92,480 square feet of space and outside recreational space.

SCOPE OF SERVICES & DELIVERABLES

The qualifying Proposer will have experience and expertise in design and construction administration of K-12 school facilities, preferably with strong knowledge of the communities Lighthouse serves. The Architect will complete design and potential construction administration services.

The Scope of Services is intended to include design services, management services, and architectural services through the design and construction phases of the specific project. The Scope of Services may, as required by the project, include design documents, and construction administration. The Project Architect may be required to meet, as needed, with Lighthouse staff, the project management team, for design guidance.

Cost for Services

Please provide a range of the cost of services for your firm as a percentage of construction cost.

SUBMITTAL INSTRUCTIONS AND REQUIREMENTS

The following section outlines required elements of a responsive proposal.

Cover Letter

Submit a cover letter that introduces the project management team and highlights the proposed project approach.

Architect Qualifications & Experience

The following should be included in all proposals to assist Lighthouse in evaluating the experience and capacity of the Proposer's team:

1. Proposer Identification

- Identify the architect entity's name, street address, mailing address, telephone number, and e-mail address. Specify the legal form of the organization (e.g., corporation, partnership, joint venture, other) and identify people with the authority to represent and make legally binding commitments for the Proposer.
- Identify the principal point of contact and relevant experience.

2. Qualifications

- A statement demonstrating your team's ability to accomplish design and construction phase services in a comprehensive and thorough manner within established timeframes and budgets.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.

3. Relevant Proposer Experience

- List and describe the Proposer's experience designing comparable projects in California, with emphasis on the following:
 - Project description, including dates of commencement/completion, location, concept, land uses, size, and cost.
 - Length of time to complete such projects.
 - Cost of projects, both hard and soft and whether projects came within budget.
- Provide the names and telephone numbers of references for each project discussed.
- Experience working with Districts, public schools, charter schools, and regulatory agencies such as the City of Oakland Planning and Building Department.

4. Project Team Summary

- Identify key team members, including sub-consultants, and state their qualifications and experience relevant to providing services and the scope of their anticipated services.
- Include current fee schedule per hour for proposed firm members(s) and prospective sub-consultants.

5. Litigation / Insurance

- Is there any pending legal action alleging violation of the law or professional negligence in connection with any projects your firm is involved with? If so, please describe such pending action.
- Have there been any settlements or judgments involving such actions within the last five (5) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.
- Has your firm been involved as a party in any litigation, including arbitration, within the last five (5) years? If so, please describe.
- Has your firm ever been fired / replaced by another architectural firm during a project? If so, explain, including whether your firm was replaced during design, construction, or some other phase. Do not include terminations for convenience where the project was not completed.
- Has your firm or any of the Key Personnel proposed in the Proposal ever had a professional license, credential, or registration suspended or revoked, or other disciplinary action taken against any such professional by an administrative agency with oversight responsibility over the professional, within the last ten (10) years? If so, please describe.
- Provide amount of general liability, professions and errors and omissions insurance carried by your firm.

Additional Proposal Requirements

Proposals shall also include, at a minimum, the following information organized as follows as Attachments to the Proposal:

- a. A range of pricing for design services as a percentage of construction cost
- b. Cost containment strategy – proposer should provide details on strategy's they have found effective in previous projects and those they feel would be effective on future projects.
- c. Proposed Exceptions, Alterations, Additions, or Modifications to RFP - Proposer should submit all proposed exceptions, alterations, additions, or modifications.
- d. Litigation history - Provide a five-year summary of the firm's litigation, arbitration, and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Failing to provide the requested information or responses which assert attorney-client privilege and fail to provide the information requested, may be considered non-responsive.

Proposers shall furnish in a timely manner to Lighthouse such additional information as Lighthouse may reasonably require. Priority will go to the proposal that best demonstrates project understanding, project approach, and cost containment strategies.

Lighthouse reserves the right to contact references from the Proposer's client list, or any other persons considered relevant by Lighthouse.

All costs associated with the project must be enumerated in the proposal. Any costs associated with the project not explicitly enumerated and discussed in the proposal will not be honored. Contract prices and terms are to remain firm through project completion. The Proposer shall provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered.

Lighthouse Investigations

Lighthouse may conduct investigations of responding parties that extend beyond contacting the references identified in the RFP. Lighthouse may request an entity submitting an RFP to submit additional information pertinent to the review process. Lighthouse also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

Final Determination and Award

Lighthouse reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein and/or in an Agreement offered to the entity, to reject any RFP as non-responsive, and/or not to contract with any firm submitting a statement of qualifications for the services described herein. Lighthouse makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. Lighthouse reserves the right to contract with any firm not participating in this process. Lighthouse shall in no event be responsible for the cost of preparing any RFP in response to this RFP, including any supporting materials.

The awarding of a contract(s) is at the sole discretion of Lighthouse. Lighthouse may, at its option, determine to award contract(s) only for portions of the scope of work identified herein, or to multiple proposers for separate scopes. In such case, the successful proposing architectural services company will be given the option not to agree to enter into the Agreement and Lighthouse will retain the right to negotiate with any other proposing firm.

The Respondent's proposal package, and any other supporting materials submitted to Lighthouse in response to this RFP will not be returned and will become the property of Lighthouse unless portions of the materials are designated as proprietary at the time of submittal and are specifically requested to be returned.

End of Document

Attachments:

Attachment A: Project Description

Attachment B: HVAC Assessment Report dated April 8, 2025

Attachment C: JMC Inspection Report dated January 14, 2026

Attachment D: Insurance Coverage Requirements

ATTACHMENT D

INSURANCE COVERAGE REQUIREMENTS

General & Excess Liability Minimum Coverage

1. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) Automobile Liability: Insurance Services Office Business Auto Coverage form number CA 0001, code 7 & 8 (non-owned autos); (3) Workers' Compensation and Employers' Liability: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; and (4) Professional Liability: Coverage which is appropriate to the ARCHITECT's profession, or that of its consultants.

2. Minimum Limits of Insurance. Coverages shall provide limits no less than: (1) General Liability: \$5,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit; (2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage; (3) Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of \$1,000,000 per accident for bodily injury or disease; and (4) Professional Liability: Not less than \$1,000,000 per claim.

Company Name

Signature of Authorized Agent

Date Signed

Lighthouse will be named as additional insured on certificate of insurance if our firm or company is awarded a contract.