

REQUEST FOR QUALIFICATIONS AND PROPOSALS
Fire Curtain Certification
RFP #26-1157M

OVERVIEW AND SUBMISSION GUIDELINES

The Sequoia Union High School District (“District”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide fire curtain certification services across District sites, as necessary, for fiscal years 2026-2029 (“Work”).

At this time the District is requesting only qualifications from respondents interested in being considered for the Work. The District will identify the firm/team that can provide the greatest overall benefit to the District for the Work.

Respondents to this Request for Proposal (“RFP”) should submit their Statement of Qualifications (“SOQ”) and Proposals on the district website, at this link:

<https://www.colbisecurebids.com/agency/seq>

ALL RESPONSES ARE DUE BY 2:00 P.M., ON MAY 22, 2026.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

LATE SUBMITTALS WILL NOT BE ACCEPTED OR CONSIDERED.

If you have any questions regarding this RFP please email the Facilities Department, at construction@seq.org on or before May 15, 2026 at 2:00 p.m.

Questions must be submitted in writing.

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

The performance of Work is subject to labor compliance monitoring and enforcement of compliance with prevailing wage requirements by the Department of Industrial Relations pursuant to Labor Code section 1771.4. Contractors of all tiers must be currently registered and qualified to perform public work pursuant to Labor Code section 1725.5.

RFP RESPONSE SCHEDULE SUMMARY:

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE
May 5, 2026	Release and first advertisement of RFP #26-1157M	
May 12, 2026	Second advertisement of RFP #26-1157M	
May 15, 2026	Deadline for submission of written questions to District concerning RFP #26-1157M	2:00 p.m.
May 19, 2026	Last day to issue addenda for RFP #26-1157M	
May 22, 2026	Deadline for all submissions in response to RFP #26-1157M	2:00 p.m.
May 28, 2026	Notification to selected Firm(s), if any	

I. INTRODUCTION

The Sequoia Union High School District (“District”) is a public high school district in the heart of Silicon Valley on the San Francisco Peninsula, California. The District serves a diverse population of nearly 9,000 students across several communities, including Atherton, Belmont, East Palo Alto, Menlo Park, Portola Valley, Redwood City, Redwood Shores, San Carlos, and Woodside.

The District is seeking Statements of Qualification (“SOQ”) and Proposals in response to this Request for Qualifications and Proposals (“RFP”) from experienced entities to provide fire curtain certification services across District sites, as necessary, for fiscal 2026-2029 (“Work”).

The District shall appoint a selection committee (“Committee”) to assist in choosing the most highly qualified firms, based upon the information presented in the SOQ and Proposals. The Committee will then identify the firm/team that can provide the greatest overall benefit to the District for the Work.

A complete response is required in order to be considered. Individuals or firms are required to comply with the California Labor Code prevailing wage requirements and the District’s insurance requirements. The District reserves the right to reject any and all submissions and seek additional responses if the number or quality of responses does not meet the stated criteria.

A. LIMITATIONS AND DISTRICT RIGHT TO REJECT

The District reserves the right to contract with any entity responding to this RFP. This RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. This RFP does not commit the District to select any firm and the District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The awarding of the Fire Curtain Certification contract, if at all, is at the sole discretion of the District.

The District shall in no event be responsible for the cost of preparing a response to this RFP. The District shall not be liable for any costs incurred in preparing and submitting responses to this RFP. In no event will the District reimburse any respondent for any costs or expenses incurred in preparing and submitting responses to this RFP.

The District, in its sole discretion, reserves the right to:

- Accept or reject any and all submittals, or any portion or combination thereof;
- Contract with any entity responding to this RFP in whatever manner the District decides; and/or
- Waive any informality or non-substantive irregularity, not affected by law, as the interests of the District may require.

The Respondent’s SOQ and Proposal, and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District unless portions of the materials 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 the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, SOQs and Proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful respondent have completed negotiations and entered into an agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the respondent or other party as a result of any public disclosure of any SOQ.

The District reserves the right to add additional firms for consideration after receipt of this RFP if it is found to be in the best interest of the District. All decisions concerning firm selection will be made in the best interests of the District.

B. FULL OPPORTUNITY

No Respondent will be discriminated against on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status of any person in any consideration leading to the award of the contract. The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprises (“SLBE”), Small Emerging Local Business Enterprises (“SELBE”), Disabled Veterans Business Enterprises (“DVBE”), and minority and women business enterprises shall be afforded full opportunity to submit SOQs and Proposals in response to this RFP.

C. 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 responding 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 or selection process or the award of the contract(s) with any member of the District’s Governing Board (“Board”), Committee members, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the firm submitting a SOQ and Proposal.

II. SCOPE OF REQUIRED SERVICES

1. The Contractor shall provide fire curtain certification services in accordance with Exhibit “A” - Scope. At a minimum, the Contractor should be prepared to perform the following work: The District is seeking inspection, testing, certification, reporting, and repair recommendations for fire curtain systems. Typical work may include curtain assemblies, tracks, guides, release mechanisms, controls, motors, fabric, seams, deployment, travel, release, reset, safe operation, and deficiency documentation.

III. MINIMUM REQUIREMENTS

Selected firm(s) must be able to execute the District’s Agreement. (A Copy of the District’s Agreement for Fire Curtain Certification is attached to this RFP as Exhibit “C.”)

A. Price. Proposal must include the pricing schedule requested in this RFP, including three-year base package pricing, escalation, and hourly rates for authorized work outside the base package.

B. Indemnity. Firms responding to this RFP must acknowledge that they have reviewed these provisions of the agreement and must agree to the indemnity provisions and insurance provisions contained in RFP Exhibit “C” and confirm in writing that, if given the opportunity to contract with the District, the firm has no substantive objections to the use of the District’s agreement.

C. Insurance. The District requires at least the following insurance coverage:

1. Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments

- a. 1,000,000 Each Occurrence
- b. 2,000,000 General Aggregate

2. Automobile Liability Insurance

3. Workers Compensation

4. Employer’s Liability

The successful Respondent shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. Insurance policy (ies) shall not be amended or modified and coverage amounts shall not be reduced without thirty (30) days written notice to District prior to modification and/or cancellation. Except for workers' compensation insurance, District shall be named as an additional insured on all policies. Contractor's policy (ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. Contractor shall not allow any employee or agent to commence work on any contract or any subcontract until the insurance required of the Contractor, employee, or agent has been obtained.

C. Prevailing Wage Compliance. Firms responding to this RFP acknowledge that the Work is subject to labor compliance monitoring and enforcement by the Department of Industrial Relations pursuant to Labor Code section 1771.4 and subject to the requirements of Title 8 of the California Code of Regulations. To the extent that work subject to a prevailing wage determination is furnished, the Contractor and all subcontractors shall furnish electronic certified payroll records directly to the Labor Commissioner weekly or within ten (10) days of any request by the District or the Labor Commissioner. The successful firm shall comply with all requirements of Division 2, Part 7, Chapter 1 of the Labor Code.

IV. RELATIONSHIP TO OUTSIDE GOVERNMENTAL AGENCIES

Respondent may be required to assist the District in working with applicable outside governmental agencies, authorities having jurisdiction, utilities, adjacent service providers, other contractors or trades, and District staff when coordination is needed to avoid disruption or protect related systems. Respondent shall discuss its experience with that coordination.

V. CONFLICT OF INTEREST

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the District.

VI. ASSIGNMENT

Any contract resulting from this RFP and any amendments or supplements thereto shall not be assignable by the successful consultant either voluntarily or by operation of law without the written approval of the District.

VII. STATEMENT OF QUALIFICATIONS AND PROPOSALS

A. SUMMARY OF REQUIRED QUALIFICATIONS

The Scope of Services includes fire curtain certification services for the relevant Site(s). Experience with comparable K-12 or public-agency work is required. Respondent must hold the license, credential, registration, or authorization legally required for the proposed work, including: CSLB C-16 Fire Protection Contractor where the work is fire-protection system work / or / C-61/D-34 Prefabricated Equipment / or / manufacturer-authorized fire curtain service provider, as applicable.

B. FORMAT REQUIREMENTS

Firms submitting SOQs and Proposals in response to this RFP must follow the format below. Material must be in 8-1/2 x 11 inch format, with a font no less than 11 point. Each SOQ and Proposal shall include a Front Cover stating the following: "Statement of Qualifications for [FIRM NAME] for Fire Curtain Certification in Response to Sequoia Union High School District's RFP #26-1157M.

Submittals are to be submitted in sealed packages with the name of the responding firm clearly marked on the outside of each package.

Each SOQ and Proposal shall include a table of contents and divider tabs labeled with the boldface headers below (e.g. the first tab would be entitled “**Cover Letter**”, the second tab entitled “**Business Information**”, etc.).

Provide one (1) electronic copy of the Statement of Qualifications and Proposals.

The electronic copy will only be accepted if turned in on the district’s website at the following link: <https://www.colbisesecurebids.com/agency/seq>

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

C. SOQ CONTENT REQUIREMENTS

1. TAB 1 – COVER LETTER (maximum of 1 page)

- Provide a letter of introduction signed by an authorized officer of the firm. If the firm is a joint venture, duplicate the signature block and have a principal or officer also sign on behalf of each party to the joint venture.
- Firm name.
- Address, include any branch office address and point of contact.
- Telephone number.
- Facsimile number.
- Website and/or E-Mail address.
- Include a brief description of why your firm is well suited for, and can meet, the District’s needs.
- Provide the name(s) and email address(es) of the individual(s) who are authorized to speak for the firm during the evaluation process.
- **Must include one of the following statement:**

[INSERT FIRM’S NAME] received a copy of the District’s Agreement for Fire Curtain Certification (“Agreement”) attached as Exhibit “C” to the RFP.

[INSERT FIRM’S NAME] has reviewed the indemnity provisions and insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRM’S NAME] has no objections to the use of the Agreement.”

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

2. TAB 2 – BUSINESS INFORMATION

Respondent must provide the following information for itself and for any and all other firms with which it will joint venture or associate on this project (i.e., the Work described in this RFP):

- Type of organization/business structure (ownership, legal form, i.e. corporation, partnership, etc., and senior officials of company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.
- Federal Tax I.D. Number.
- License number, registration number, certification, or credential applicable to the proposed work.
- Department of Industrial Relations Registration Number.
- Certificate(s) of Insurance identifying the firm's current insurance coverages.
- Copy of firm's W-9
- A brief description and history of the firm, including the number of years the firm has been in business and date the firm was established under its given name.
- Number of professional employees and support staff (licensed professionals, technical support).
- Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status, if any.

3. TAB 3 – PROJECT APPROACH AND RELEVANT QUALIFICATIONS

Respondent must state its qualifications for the anticipated scope of Work and its experience with comparable projects.

- Provide a statement demonstrating your firm's or team's ability to accomplish the Work in a timely, comprehensive, and thorough manner.
- Describe the approach to compliance with Work requirements and conformance with Federal/State/Local applicable code requirements. If applicable, describe your firm's specific experience coordinating with public agencies, utilities, adjacent service providers, other contractors or trades, and District staff on occupied K-12 campuses.
 - Applicable public agencies, utilities, authorities having jurisdiction, adjacent service providers, other contractors or trades, and District staff, when coordination is required.
- Describe your firm's approach to quality control/assurance procedures.
- How subcontractors are generally used by your firm and to what extent work is performed in-house versus by a subcontractor.
- List of designated subcontractors, including a description of how subcontractors will be utilized with the Work and to what extent work will be performed in-house.

- Provide similar information for proposed subcontractors, including whether the subcontractor holds the applicable license, registration, certification, or credential and the corresponding number, if applicable.

4. TAB 4 – RELEVANT PROJECT EXPERIENCE AND REFERENCES

Respondent shall provide any experience applicable to fire curtain certification services and related references, including experience and references specific to California public schools. Respondent shall provide a minimum of two (2) relevant references from past clients. References may be contacted to attest to the respondent's ability to perform the described services. Provide a list of the following for each:

- District/Company name and location;
- Beginning and end dates of provision of services;
- Description of services provided by your firm;
- Original bid amount or rate sheets, and final amount charged;
- Key individuals of the firm involved and their roles in the project;
- Any subcontractors that worked with the firm; and
- Name, title, current address, telephone number, and email address of contact person.

5. TAB 5 – PROJECT TEAM SUMMARY

The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for the applicable Work and services as described herein.

- Identify and provide resumes for key personnel and/or team members, including subcontractors, and the roles to which they will be assigned.
- Indicate which person will be the District's single point of contact for the Work.
- If any work is to be provided by subcontractors include a statement as to how this shall be organized, including identified roles and qualifications of subcontractors, if any.
- Each SOQ and Proposal must include evidence that the firm is legally permitted and properly licensed: (1) for the scope of Work for which the SOQ and Proposal is submitted, including CSLB C-16 Fire Protection Contractor where the work is fire-protection system work / or / C-61/D-34 Prefabricated Equipment / or / manufacturer-authorized fire curtain service provider, as applicable.; and (2) to conduct business in the State of California.

6. TAB 6 – FEES (PROPOSAL)

Respondent must provide pricing in accordance with Exhibit "A" - Scope, including the requested three-year base package pricing, proposed escalation rates or rate schedules, standard hourly rates, overtime hourly rates, optional emergency hourly rates for 365/24/7 response within three hours if offered, and scope-specific unit pricing if applicable. Be thorough and specific as this will form the basis of any contract for services that may be presented by the District.

- Provide pricing and fee schedule as requested in Exhibit "A" - Scope.
- Provide any scope-specific unit pricing requested in Exhibit "A" - Scope, if applicable.

- Include within the fee proposal the identification of proposed reimbursables by category (i.e. offices, computers and peripherals, printers, fax machines, photocopy equipment, other as identified by proposing entity). Travel and related expenses shall be reimbursed in accordance with the federal government Joint Travel Regulation. All reimbursables will require receipts to be provided to the District.

VIII. SELECTION CRITERIA

Each SOQ and Proposal must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a firm is responsive, responsible, and qualified. Based upon the information presented in the submissions, the District's Committee will choose the most highly qualified firms for further review, which will identify the firm(s)/team(s) that can provide the greatest overall benefit to the District for the Work.

A. EVALUATION

The SOQ and Proposal will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFP, including, without limitation:

1. Location of office and accessibility to the Sites identified in RFP Exhibit "A."
2. Reputation of the firm/Satisfaction of previous clients (client relationships).
3. Capacity and commitment to provide services to client, including ability to respond to District's requests in a timely and appropriate fashion; to inform District of all issues discovered during the Work; and to work positively and cooperatively with District's team.
4. Knowledge of applicable state and federal laws and regulations, and other applicable governmental requirements for K-12 schools.
5. Directly related work experience with California public schools will be highly ranked. This includes, without limitation, the firm's experience and performance history with similar Work for California K-12 school districts, including work performed safely on occupied school campuses.
6. Credentials, including without limitation experience, results, and professional and technical expertise, of specific employees assigned as members of the proposed team for the District.
7. Proposed fee schedule(s), fee requirements, and cost of services.
8. Overall responsiveness of the SOQ and Proposal.

B. INTERVIEWS

The District Committee, at its sole discretion, may elect to conduct interviews with the firm(s). The District may elect to interview one (1) or more firms. If a firm is requested to come for an interview, the key proposed supervisors and staff will be expected to attend the interview. The interview will be an opportunity for the District to review the firm's proposal and other matters the District deems relevant to its evaluation. The District may use this interview opportunity to narrow its selection of firms. Any comments or objections to the form of Agreement shall be provided in writing before the interview and may be the subject of inquiry at the interview.

C. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

D. FINAL DETERMINATION AND AWARD

The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The awarding of contract(s) is at the sole discretion of the District. This RFP does not commit the District to negotiate an agreement with any proposing firm or individual. The District 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 proposal as non-responsive, and/or not to contract with any firm for the services described herein. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any RFP Packet in response to this RFP.

WE THANK YOU FOR YOUR INTEREST!

EXHIBIT “A” - SCOPE

RFP #26-1157M - Fire Curtain Certification

License / Credential

CSLB C-16 Fire Protection Contractor where the work is fire-protection system work / or / C-61/D-34 Prefabricated Equipment / or / manufacturer-authorized fire curtain service provider, as applicable.

Scope

The District is seeking inspection, testing, certification, reporting, and repair recommendations for fire curtain systems.

Anticipated Work

Typical work may include curtain assemblies, tracks, guides, release mechanisms, controls, motors, fabric, seams, deployment, travel, release, reset, safe operation, and deficiency documentation.

Vendor Response

Please describe your qualifications, systems supported, testing approach, repair capability, pricing method, and exclusions. Please include a proposed preventive maintenance plan with recommended service frequency, inspection or checklist items, reporting approach, and any assumptions about District support. Please also explain

how your team coordinates with District staff, adjacent service providers, other contractors or trades, and authorities having jurisdiction when that coordination is needed to avoid disruption or protect related systems.

Pricing and Term

The District anticipates a three-year agreement, renewable by mutual consent. Proposals should include a yearly base price for the core service package, plus the proposed escalation rate or rate schedule for both the base package and hourly billing rates over the three-year term. Work outside the base package must be authorized by the District before proceeding and will be handled on a time-and-materials basis. Please provide standard hourly, overtime hourly, and, if offered, emergency hourly rates. Emergency response is optional; if available, state whether 365/24/7 response within three hours can be provided. | Pricing Line | Vendor Response | | --- | --- | | Year 1 base annual service package | | | Year 2 base annual service package or escalation | | | Year 3 base annual service package or escalation | | | Standard hourly rate for authorized time-and-materials work | | | Overtime hourly rate for authorized time-and-materials work | | | Optional emergency hourly rate for 365/24/7 response within 3 hours | | | Scope-specific unit pricing, if applicable | | | Exclusions, assumptions, or alternates affecting price | |