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*José L. Banda, Superintendent*  
*Gerardo Castillo, Chief Business Officer*

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Request for Qualifications Issued: September 20, 2016  
Deadline for Submittal of Qualifications: October 19, 2016

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## Introduction

The Sacramento City Unified School District (" District" ) is seeking statements of qualifications from firms that can provide consulting services related to the planning of a central kitchen. Firms wishing to submit a Statement of Qualifications should preferably have a track record of leading large and complex projects that include working with architectural firms, public and state organizations, the Division of State Architect, District officials, and the surrounding community.

## Background

The Sacramento City Unified School District is an urban district with an enrollment exceeding 43,000 students in 77 pre-K through Adult schools. The District covers 75 square miles. Its buildings comprise over 5 million square feet of traditional school buildings, portable classrooms, and administrative offices. The District is governed by an elected board of seven members who serve four-year terms, and is staffed by over 3,000 teaching, support, and administrative employees.

The Sacramento area has been described as the National Farm to Fork capital, and the growing interest to increase healthy, scratch-prepared meals at all of the District's school sites has great momentum with much of the surrounding community. That, coupled with outdated nutritional services facilities and the need to serve more meals to more students, has galvanized into a need for a larger and more capable central kitchen for the District that captures the spirit of the Sacramento area.

In November 2012 voters within the District boundaries approved a General Obligation Bond (Measure R) which outlined the construction of a central kitchen " that will serve more students, improve efficiency, increase revenues, provide better meals with standardized and healthier menus and improved services."

The Districts Governing Board recently created a Central Kitchen Taskforce to help realize the central kitchen. The Taskforce, made up of school board members, community stakeholders and District staff, has been instrumental in assessing the need for new facilities and possible locations, as well as outlining the need for a project consultant.

The District is currently in the process of securing a site that would best utilize current District properties and programmatic needs.

Interested firms are invited to submit one (1) original signed proposal, six (6) additional hard copies, and one (1) digital copy (flash drive) in write protected PDF format.

The proposal shall be submitted in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Wednesday, October 19, 2016 to the following address:

Sacramento City Unified School District  
Contracts Office  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words " RFO for Central Kitchen Consulting Services" . It is the firm's sole responsibility to ensure that their response is received prior to the scheduled closing time for receipt of statements of qualifications. No corrected or resubmitted proposals will be accepted after the deadline. Faxed responses are not appropriate for submission and will not be accepted or considered.

This Request for Statement of Qualifications does not commit the Sacramento City Unified School District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any responses or to cancel in part or in its entirety this Request for Statement of Qualifications. The District further reserves the right to accept the response that it considered to be in their best interest.

All requirements must be addressed in your proposal. Non-responsive proposals

Firm is expected to be show their qualifications in these areas:

Evidence and track record of large school district central kitchen projects.

Understand fresh, local, healthy food sourcing and cooking.

Knowledge of net-zero developments and/or the LEED certification process, or equivalent.

Understand existing SCUSD Master Plan and other District documents, make recommendations, and update as needed based on draft scope, existing site conditions, and other needs.

Recommend a draft scope.

Experience and ability to identify and work with community and District leaders who will help ensure widespread support is maintained throughout the entire process.

Work with an architect, District

This section should provide information regarding the size, location, nature of work performed, years in business and the approach that will be used in meeting the needs of the District.

Describe your firm's organizational structure. Provide the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals.

This section should identify similar services that the firm has completed as outlined in the RFO. Use this

