



Request for Qualifications (RFQ) For Architectural and Design Services

Date Released: September 10, 2026

Statement of Qualifications Due: October 12, 2026 received by 4 p.m.

Humboldt Children and Families Foundation

325 2nd Street, Ste. 201

Eureka, CA 95501.

Project Name: The Belonging Project

Response Deadline: October 12, 2026

Project Location: 902 E St., Eureka, CA

Owner: Humboldt Children and Families Foundation Contracting Authority: Board of Directors

Prevailing Wages: Yes

Number of paper copies requested: 2

Number of electronic copies requested in PDF: 1

Submit the requested number of Statements of Qualifications to:

Aaron Wythe, awythe@co.humboldt.ca.us, Humboldt Children and Families Foundation at 325 2nd Street, Ste. 201, Eureka, CA 95501.

Submit all questions regarding this RFQ by September 29, 2026 at 4:00 p.m. via email to awythe@co.humboldt.ca.us with "902 E St. Design RFQ" in the subject line.

Questions and Responses will be posted to the Opportunities page on at the website <http://first5humboldt.org> by October 5, 2026 at 5:00 p.m. The name of the party submitting a question will not be included on the Q&A document.

Project Description

The Humboldt County Children and Families Commission (dba First 5 Humboldt, hereafter referred to as the Commission), jointly with the Humboldt Children and Families Foundation (HCFF), a 501(c)3 supporting foundation of First 5 Humboldt, is seeking architectural and design services in support of the restoration and remodel of the building at 902 E Street, Eureka. The building and property are intended to provide an accessible office and family support services space for First 5 Humboldt which is congruent with the historical characteristics of the existing building and is compliant with all local, state and federal requirements. The project will include an outdoor garden and playspace available to children and families from the public at designated times. The project may also include preliminary design consultation related to the construction or remodel of a separate building on the property for use as public meeting space, as it impacts the primary building use and garden planning.

The representatives of First 5 Humboldt and HCFF are jointly referred to in this RFQ as the Project Team. The selected Architect/Design Consultant will work closely with the Project Team to evaluate existing conditions, refine the project program and scope, develop feasible design alternatives, establish a design that is responsive to the available budget, prepare permit and construction documents, and provide consultation assistance and plan adaptations to the Project Team and contractors as needed during project construction. The selected team is expected to coordinate all required design disciplines and consultants.

Project Goals

- Renovate and remodel the existing building for office, family support, public meeting, and related uses, in compliance with applicable accessibility, building, fire/life-safety, and permitting requirements.
- Preserve the historical character of the existing building where feasible and appropriate.
- Evaluate and, if authorized by the Project Team, design a separate building south of the existing building for public meetings and community workshops.
- Design an inclusive sensory garden and playspace for child and family use, with public access at designated times.
- Evaluate and design parking, site circulation, utilities, drainage, accessibility, and other site improvements as necessary.
- Identify and incorporate appropriate responses to known or potential building/site hazards and existing-condition constraints.
- Develop a project that is durable, welcoming, sustainable, maintainable, family-centered, historically congruent, and responsive to the Project Team's budget and phasing needs.

Anticipated Procurement & Project Schedule

The dates below are preliminary and may be modified by addendum or during contract negotiations.

Issue RFQ for distribution	September 10, 2026
Non-Mandatory Informational Meeting at project site	September 22, 2026
Deadline for Questions	September 29, 2026
Q&A / Addenda posted	October 5, 2026
Qualifications Submission Deadline	October 12, 2026
Consultant interviews if necessary	TBD
Tentative Notification of Highest-Ranked Firm	October 26, 2026
Tentative Scoping / Contract Negotiation	October 27-November 16, 2026
Tentative Contract Approval / Notice to Proceed	November 20, 2026

Scope of Architectural & Design Services

The following scope describes anticipated services. The final scope, deliverables, schedule, and fee will be negotiated with the highest-ranked firm. The Project Team may authorize services in phases and may add, delete, or modify tasks as the project develops. The maximum amount payable for the provision of architectural and design services set forth in this RFQ is estimated to be Seventy-Five Thousand Dollars (\$75,000).

1. Programming, Existing Conditions & Feasibility

- Review available project materials, including original blueprints, feasibility information, inspection reports, strategic planning materials, and other documents provided by the Project Team.
- Meet with the Project Team and key stakeholders to confirm operational needs, space requirements, public/family uses, priorities, project goals, budget considerations, and desired phasing.
- Field-verify existing conditions and coordinate any additional surveys, measurements, investigations, testing, or consultant studies reasonably necessary for design.
- Evaluate applicable zoning, land-use, building, accessibility, fire/life-safety, historic-resource, utility, parking, site, and permitting requirements.
- Evaluate the feasibility, location, size, and relationship of a potential separate meeting/community workshop building.
- Identify significant design risks, constraints, deferred decisions, and information needed before proceeding to later phases.
- Prepare or refine a project program and conceptual phasing plan for Project Team approval.

2. Schematic Design

- Prepare schematic design alternatives for the existing building renovation/remodel, site improvements, sensory garden/playspace, parking and circulation, and potential additional building.
- Develop floor plans, site plans, elevations, and other drawings or visual materials sufficient for the Project Team to understand and compare alternatives.
- Coordinate preliminary structural, civil, mechanical, electrical, plumbing, landscape, accessibility, and other specialty design considerations.
- Support development of preliminary construction cost estimates and reconcile proposed scope with the Project Team's available budget. The Architect shall promptly identify design decisions that materially affect cost or schedule.
- Present recommendations to the Project Team and incorporate authorized revisions into an approved schematic design.

3. Design Development

- Advance the approved schematic design into coordinated design-development documents.
- Coordinate all required architectural and engineering disciplines and resolve interdisciplinary conflicts.
- Refine materials, finishes, fixtures, equipment assumptions, accessibility details, site improvements, landscape/playspace features, building systems, and sustainability/durability strategies.

- Update the project schedule and support updated cost estimating at appropriate design milestones; recommend scope or design adjustments when needed to maintain alignment with budget.
- Participate in Project Team, Commission, HCFF Board, committee, stakeholder, and regulatory meetings as reasonably required.

4. Construction Documents & Permitting

- Prepare complete, coordinated drawings, technical specifications, calculations, and other documents required for bidding, permitting, and construction.
- Ensure documents reflect applicable codes, accessibility requirements, public-agency requirements, and the approved project program.
- Coordinate permit applications and plan-check submissions with the City of Eureka and other agencies having jurisdiction and respond to plan-check comments through permit issuance.
- Coordinate specialty consultants as needed and incorporate their work into a coherent construction-document package.
- Provide quality-control review of the construction documents prior to issuance.

5. Bidding / Contractor Procurement Assistance

- Assist the Project Team in preparing architectural/technical portions of bid or construction procurement documents.
- Attend pre-bid meetings and site walks as requested.
- Respond to bidder questions regarding the plans and specifications and prepare clarifications and addenda as required.
- Assist the Project Team in evaluating bids for conformance with the design documents and in identifying apparent scope gaps or technical issues.
- Prepare conformed construction documents following bidding, if required.

6. Construction Assistance

- Participate in preconstruction and regular construction progress meetings as requested by the Project Team. .
- Review and respond to submittals, shop drawings, product data, samples, Requests for Information (RFIs), substitution requests, and other design-related construction correspondence.
- Prepare Architect's Supplemental Instructions, sketches, clarifications, proposal-request documents, and other design documentation when changes are required.
- Review contractor change proposals for design scope where appropriate and provide recommendations to the Project Team regarding technical merit and consistency with the construction documents.

7. Closeout & Record Documents

- Review closeout submittals, warranties, Operations and Maintenance information, and other design-related closeout materials for completeness as required by the construction documents.
- Prepare record drawings based on contractor-provided marked-up information and other documented changes, to the extent included in the negotiated scope.
- Assist the Project Team with occupancy/closeout documentation and final agency approvals within the Architect's scope.
- Participate in a project closeout/lessons-learned meeting if requested.

8. Consultant Coordination / Potential Additional Services

- The Architect is expected to serve as the prime design consultant and coordinate subconsultants necessary for the design phase of the project. Depending on final scope, disciplines may include structural, civil, mechanical, electrical, plumbing, landscape architecture, accessibility, geotechnical, surveying, historic preservation, hazardous-material coordination, acoustical, lighting, security/low-voltage, kitchen or specialty equipment, and playspace design.
- Respondents should identify anticipated subconsultants and distinguish services included in the core team from services that may require separate authorization.
- Additional services will be performed only when authorized by the Project Team and incorporated into the final agreement or an approved amendment/task order.

Required Qualifications

- The firm shall include a California-licensed architect who will be responsible for the architectural services and documents requiring professional licensure.
- Demonstrated experience with renovation, adaptive reuse, public-serving, nonprofit and/or governmental facilities of comparable complexity.
- Demonstrated ability to coordinate multidisciplinary design teams and permitting agencies.
- Experience designing accessible and inclusive spaces and applying applicable accessibility requirements.
- Experience with publicly funded or otherwise regulated construction projects, including familiarity with prevailing-wage and public procurement requirements as applicable.
- Ability to provide construction administration services through project closeout as necessary.
- Experience with historic-character preservation, family/child-serving environments, outdoor public spaces, playspaces, sustainability, and phased projects is desirable.

Statement of Qualifications Format

Responses should emphasize quality, completeness, clarity, responsiveness, and understanding of the project. The principal of the submitting firm must sign the response and affirm that the information provided is true, complete, and accurate. Responses should be clearly tabbed by section and are limited to 30 single-sided pages, minimum 11-point font. Up to four (4) pages may be 11x17-inch foldouts. The cover page is excluded from the page limit.

1. Cover Letter: Introduce the firm and proposed design team. Identify the performing office, primary contact, and person authorized to negotiate on behalf of the firm.

2. Firm Overview: Describe the firm's history, size, office location(s), disciplines, professional registrations, and capacity to perform the work. If the respondent is composed of a team, include similar information for each entity represented.

3. Relevant Architectural / Design Experience: Provide up to five (5) project profiles demonstrating relevant experience. Preferred examples include government or nonprofit clients; renovation/adaptive reuse; preservation of historic character; child/family-serving facilities; public meeting/community spaces; outdoor/sensory/playspace design; accessibility; prevailing-wage/publicly funded work; phased projects; sustainability; and projects completed within constrained budgets. Include client, location, size, project type, services, construction budget, completion date, and references/contact information where appropriate.

4. Key Personnel: Provide resumes for the principal-in-charge, project architect/project manager, and key discipline leads. Include education, years of experience, relevant project experience, California registrations/licenses, certifications, and anticipated role.

5. Project Organization & Subconsultants: Provide an organization chart showing reporting relationships and all anticipated subconsultants. Identify which services will be self-performed and which will be subcontracted.

6. Project Understanding & Approach: Describe the firm's understanding of the project, approach to programming and stakeholder engagement, design process, budget-to-scope management, consultant coordination, permitting, quality control, bidding assistance, construction administration, and project closeout. Discuss how the team will maintain continuity of key staff.

7. Schedule & Availability: Describe current workload, availability, anticipated project schedule, ability to attend meetings/site visits in Humboldt County, and approach to meeting project milestones.

8. References: Provide five (5) references that can attest to the firm's and/or proposed staff's ability to perform comparable architectural/design services.

9. Insurance: Confirm the firm's ability to meet the insurance requirements stated in this RFQ and identify any requested exceptions.

Selection Process

Statements of Qualifications will be reviewed by a joint Commission/HCFF selection committee for demonstrated competence and professional qualifications. The Commission and HCFF may contact respondents for clarification, conduct reference checks, shortlist firms, and interview key personnel. The Commission and HCFF reserve the right to select based solely on the written Statements of Qualifications.

Criterion	Points	Considerations
Relevant & Comparable Architectural/Design Experience	30	Experience providing comparable architectural/design services, particularly for government or nonprofit/public-serving projects, renovations/adaptive reuse, and projects with similar site and program elements.
Staffing & Qualifications	20	Qualifications, licensure, experience, availability, and continuity of the proposed architect-led team and subconsultants.
Local Presence / Responsiveness	10	Familiarity with Humboldt County and local permitting conditions; ability to participate in site visits and in-person meetings as needed.
Project Understanding, Approach & Ability to Provide High-Quality Services	30	Understanding of First 5 Humboldt's public/family-serving mission and project needs; design approach; budget-to-scope management; accessibility; consultant coordination; quality control; permitting; responsiveness; and familiarity with applicable public-funding, audit, prevailing-wage, and non-discrimination requirements.
References	10	Quality and relevance of references for comparable work.

After ranking based on qualifications, the Commission and HCFF intend to negotiate the detailed scope of services and a fair and reasonable fee with the highest-ranked firm. If an agreement cannot be reached, negotiations may be terminated and initiated with the next most qualified respondent.

Contract Development Process

1. Once the highest-ranking submission has been identified, a Commission and HCFF representative will contact the identified Contractor. The selected Contractor will participate in good faith negotiations in accordance with direction from the Project Team. Any delay caused by the Contractor's failure to participate in good faith

negotiations may lead to rejection of the proposal. The contract negotiation process shall include:

- a. Scoping meeting. The highest-ranking Contractor will be notified and invited to attend a scoping meeting within one (1) week after receiving notification, to ensure that the contractor has a full understanding of the terms and conditions of Services Agreement and the types of services that will be required of the project. The scoping meeting will provide the highest-ranking contractor representative(s) with an opportunity to ask technical questions regarding the project.
 - b. Cost proposal. The highest-ranking contractor will be asked to submit a sealed Cost Proposal for the types of services set forth in this RFQ, within three (3) weeks after receiving notification of the final rankings. Cost Proposals should include an itemized list of the hourly rates that will be charged for each type of service set forth in this RFQ. All subcontractors providing services equivalent to those set forth in this RFQ will be required to submit proposals in the same format as the selected Project Manager. It should be noted that compensation paid pursuant to this project will be based on the rate schedules incorporated into the final Services Agreement.
 - c. The maximum amount payable for the provision of architectural and design services set forth in this RFQ is estimated to be Seventy-Five Thousand Dollars (\$75,000). The final cost for provision of services equivalent to those set forth in this RFQ will be negotiated between the Project Team and highest-ranking consultant.
2. Award of Final Services Agreement. If the Project Team determines, after the completion of the contract negotiation process, to award a contract for services set forth in this RFQ, an agreement will be sent to the Contractor for signature. Once signed copies have been returned, the agreement will be submitted for approval. The Commission and HCFF Board reserve the right to award a Services Agreement to the Contractor which, in the judgement of the Commission and the HCFF Board, will best serve the interests thereof. No statement of qualifications shall be binding upon the Commission and HCFF Board until a final Services Agreement has been signed by authorized representatives of the Commission, the Board, and the selected contractor.
 3. If negotiations with the Contractor cannot be consummated to the satisfaction of HCFF, then the Contractor will be so notified in writing, and negotiations may be initiated with other respondents recommended by the committee.

Contractual Requirements

1. Term. The final Consultant Services Agreement resulting from this RFQ process is anticipated to begin in November, 2026 and shall remain in full force and effect for a period of 36 months, unless sooner completed, terminated or extended as set forth therein. The Project Team shall have the right to extend the term of, and increase the maximum amount payable under, the final Consultant Services Agreement resulting from this RFQ process, via duly executed amendments thereto.

2. Termination for Cause. If, in the Project Team's opinion, the Successful Consultant fails to adequately provide the agreed upon Services within the applicable timelines or otherwise fails to comply with the terms and conditions set forth in the final Consultant Services Agreement resulting from this RFQ process, or violates any local, state or federal law, regulation or standard applicable to its performance thereunder, the Project Team may immediately terminate the Consultant Services Agreement or reduce the amount of compensation to be paid to the Successful Consultant pursuant to the terms and conditions thereof.
3. Termination without Cause. The Project Team may terminate the final Consultant Services Agreement resulting from this RFQ process without cause upon thirty (30) days advance written notice.
4. Termination due to Insufficient Funding. The Project Team's obligations under the final Consultant Services Agreement resulting from this RFQ process shall be contingent upon the availability of local, state and/or federal funds. In the event such funding is reduced or eliminated, the Project Team shall, in its sole discretion, have the right to terminate the final Consultant Services Agreement resulting from this RFQ process upon seven (7) days advance written notice.
5. General Reporting Requirements. In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to provide the Project Team with any and all reports that may be required by any and all local, state and/or federal agencies. Any and all reports required pursuant to the terms and conditions of the final Consultant Services Agreement resulting from this RFQ process shall be prepared using the format required by the State of California, as appropriate, and be submitted in accordance with any and all applicable local, state and federal timeframes and accessibility requirements.
6. Preparation and Maintenance of Performance and Financial Records. In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to prepare accurate and complete, performance and financial records, documents and other evidence relating to the provision of Services equivalent to those set forth herein, and to maintain and preserve said records for at least three (3) years from the date of final payment under the final Consultant Services Agreement, or as otherwise required by any and all applicable local, state and federal laws, regulations, policies, procedures, guidelines and standards, except that if any litigation, claim, negotiation, audit or other action is pending, the records shall be retained until completion and resolution of all issues arising therefrom.
7. Inspection of Performance and Financial Records. In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to make any and all, performance and financial records, documents and other evidence relating to the provision of Services equivalent to those set forth herein available during normal business hours to inspection, audit and reproduction

by the Project Team and any other duly authorized local, state and/or federal agencies, including, without limitation, the California Department of Public Health and the California State Auditor's Office. The Successful Consultant will also be required to allow interviews of any of its employees who might reasonably have information related to such records by the Project Team and any other duly authorized local, state and/or federal agencies.

8. **Project Monitoring.** In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Project Team will have the right to monitor any and all activities related to the provision of Services equivalent to those set forth herein, including, without limitation the right to review and monitor the Successful Consultant's records, policies, procedures and overall business operations, at any time, in order to ensure compliance with the terms and conditions of the final Consultant Services Agreement. The Successful Consultant shall be required to cooperate with a corrective action plan, if deficiencies in its records, policies, procedures or business operations are identified by the Project Team. However, the Project Team shall in no way be responsible, or held accountable, for overseeing or evaluating the adequacy of the Successful Consultant's performance.
9. **Disclosure of Confidential Information.** In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to protect any and all confidential information obtained pursuant to the terms and conditions thereof in accordance with any and all applicable local, state and federal laws, regulations, policies, procedures, guidelines and standards.
10. **Non-Discrimination Compliance.** In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to comply with any and all applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, et seq.; California Government Code Sections 4450, et seq.; California Welfare and Institutions Code Section 10000; United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60; and any other applicable local, state or federal laws, regulations and standards, all as may be amended from time to time.
11. **Nuclear-Free Humboldt County Ordinance Compliance.** In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to certify that it is not a Nuclear Weapons Contractor, as that term is defined by the Nuclear-Free Humboldt County Ordinance. The Project Team shall have the right to immediately terminate the final Consultant Services Agreement resulting from this RFQ process if it is determined that the Successful Consultant falsified the above-referenced certification or subsequently becomes a Nuclear Weapons Contractor.
12. **Indemnification Requirements.** In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to hold harmless, defend and indemnify the Project Team and its agents, officers,

officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, the Successful Consultant's negligence, recklessness or willful misconduct in the performance of the Services required pursuant to the terms and conditions of the final Consultant Services Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the Project Team.

13. Insurance Requirements. In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to maintain in full force and effect, at its own expense, any and all appropriate comprehensive general liability insurance, comprehensive automobile insurance, workers' compensation and professional liability policies. The Successful Consultant shall furnish the Project Team with certificates and original endorsements affecting any and all required insurance coverage prior to the Project Team's execution of the final Consultant Services Agreement resulting from this RFQ process.
14. Compliance with Applicable Laws and Licensure Requirements. In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant will be required to comply with any and all local, state and federal laws, regulations, policies, procedures, guidelines and standards applicable to the provision of Services equivalent to those set forth herein. In addition, the Successful Consultant will be required to comply with any and all applicable local, state and federal licensure, certification and accreditation requirements.
15. Prevailing Wage Requirements. In connection with the execution of the final Consultant Services Agreement resulting from this RFQ process, the Successful Consultant, and its subconsultants, shall be responsible for complying with any and all applicable local, state and federal wage requirements, including, without limitation the prevailing wage requirements set forth in California Labor Code, Sections 1770, et seq. California State Prevailing Wage information is available at the following California Department of Industrial Relations websites:
 - http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html
 - <http://www.dir.ca.gov/oprl/DPreWageDetermination.html>
16. Jurisdiction and Venue. The final Consultant Services Agreement resulting from this RFQ process shall be governed in all respects by the laws of the State of California. Any disputes related to the terms and conditions of the final Consultant Services Agreement resulting from this RFQ process shall be litigated in the State of California, and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.
17. Assignment. The final Consultant Services Agreement resulting from this RFQ process shall not be assignable by the Successful Consultant without prior approval from the Project Team.

Cancellation of RFQ Process

1. The Commission and HCFF Board hereby reserve the right to cancel this RFQ process at any time after the issuance of this RFQ, but prior to the award of a final Consultant Services Agreement, if the Commission and HCFF Board determine, in their joint discretion, that cancellation is in the Commission's and HCFF Board's best interests for reasons, including, but not limited to, the following: the types of Services set forth in this RFQ are no longer required; the statements of qualifications did not independently arrive in open competition, were collusive or were not submitted in good faith; or the Commission and HCFF Board determine, after review and evaluation of the statements of qualification, that the Commission's and HCFF Board's needs can be satisfied through an alternative method.
2. The Commission and HCFF Board reserve the right to amend or modify the preliminary scope of services set forth in this RFQ prior to the award of a final Consultant Services Agreement, as necessity may dictate, and to reject any and all statements of qualifications received in response hereto. This RFQ does not commit the Commission and HCCF Board to award a Consultant Services Agreement for the provision of Services equivalent to those set forth in this RFQ, or to award project specific Task Orders to any Contractor.

SUBMITTAL REQUIREMENTS

1. All questions regarding this RFQ should be submitted by October 12, 2026, in writing via email with "902 E St. Design RFQ" in the subject line, to:

Aaron Wythe, awythe@co.humboldt.ca.us

2. A Q&A document will be posted at first5humboldt.org by October 5, 2026 and will include any addenda to the RFQ.
3. Number of paper copies requested: 2
4. Number of electronic copies requested in PDF: 1
5. Submit the requested number of Statements of Qualifications, labeled with "902 E St. Design RFQ" to:

Humboldt Children and Families Foundation, Attn. Aaron Wythe, 325 2nd Street, Ste. 201, Eureka, CA 95501, and awythe@co.humboldt.ca.us.

6. All submissions must be received by **HCFF by 4:00 PM on October 12, 2026**. Responses received after this date and time may not be considered. All proposals in response to this RFQ should be clearly marked "**902 E St. Design RFQ**".

Available Resources for Review upon request via email to awythe@co.humboldt.ca.us:

Original Blueprints

Feasibility report

Inspection reports: home, roof, mold & pest

First 5 Humboldt Strategic Plan

First 5 Humboldt Community Report