



Pacifica School District

375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044
(650) 738-6600 ★ (650) 557-9672 (fax)

Preparing Students for an Evolving World

www.pacificasd.org

District Administration

Heather Olsen, Ed.D.
Superintendent
Julie Carrillo
Director,
Special Education, and Pupil
Services
Will Lucey
Executive Director,
Educational Support Services
Alexis O'Flaherty
Director,
Human Resources
Josephine Peterson
Chief Business Official

REQUEST FOR PROPOSAL

Photography Services at Four Schools

The Pacifica School District (the "District") is seeking a photographer to take photos of our existing classrooms to document existing conditions at Four school sites. Interested parties are invited to submit their proposals via email to Sisi Meng, bond project manager at the address listed below. Questions regarding this RFP may be directed to her.

Sisi Meng, bond project manager
smeng@pacificasd.org
650-738-6686

Proposals shall be received via email no later than: **May 6th, 2022, @2:00 pm**. A response will serve as a receipt. The accepted proposal will be announced on May 9th.

1. **Photo Location:** All the school sites are in vicinity of each other, with the two sites at the north and south end being 6.3 miles from each other, or 13 minutes' drive. The following are the school sites, in the sequence from north to south.
 - **Sunset Ridge School** (340 Inverness Dr, Pacifica, CA 94044)
 - **Vallemar School:** (377 Reina Del Mar Ave, Pacifica, CA 94044)
 - **Cabrillo School:** (601 Crespi Dr, Pacifica, CA 94044)
 - **Ortega School:** (1283 Terra Nova Blvd, Pacifica, CA 94044)
2. **Rooms to be photographed:** Please see attached floor plan showing rooms to be photographed.
 - **Sunset Ridge School:** 29 rooms
 - **Vallemar School:** 13 rooms
 - **Cabrillo School:** 16 rooms.
 - **Ortega School:** 22 rooms.
3. **Purpose of the photos:** The District has hired moving companies to clear the furniture of an entire room or certain area of a room in preparation for construction during school's summer break starting June 13th. The moving company will conduct the move on June 9th. The movers are required to place the furniture back to their original location on August 12th.

Photos shall be taken prior to the move to document the existing conditions so that the District has reference if the movers put the furniture back at the right spot.

Board of Trustees

Elizabeth Bredall ★ Lynda Brocchini ★ Kai Doggett ★ Nidhi Patel ★ Laverne Villalobos

4. **Photo Requirement:**

- A. Each photo shall be in jpg format, approximately 500 KB in size, shall be clear when opened to the full size of approximately 8 ½" x 11".
- B. The classroom typically has students desks and chairs in the middle, for which the movers are not required to put them back into their exact space, but are required to return them in a reasonable usable condition. There shall be one photo eyeing the entire room standing at the door, capturing the overall layout of as much as possible the entire classroom. There shall be the 2nd photo eyeing the entire room standing at the opposite corner from the door.
- C. The perimeter of the classrooms typically has cabinetry, furniture, ie, cubbies, bookshelves, teachers desks along the wall. The location of these shall be captured well in photos so the furniture along the wall can be identified. It is suggested that the photographer capture one photo of the entire wall elevation from the middle point straight on. All four walls of the classroom shall have a photo like this. If there are furniture's getting fully blocked by other items in front of it when shooting at the suggested angle, the photographer shall exercise his/her best judgement to take additional photos to show the otherwise blocked furniture. Boxes, loose contents sitting on the floor are not considered as furniture. Photographer shall also not worry about any stool/ chair being blocked and not captured in photo when shooting the view of the furniture along the wall/ window wall.
- D. **Photo Organization:** This is the most important part of the job. We need documentation to see if the movers put the right furniture back to the right room. So the file name of each photo shall be in the following format:

Cabrillo_B1_1, Cabrillo_B1_2, Cabrillo_B1_3, Cabrillo_B1_4, Cabrillo_B1_5, Cabrillo_B1_6.

It means: Cabrillo School, Room Number B1, 1st photo.

1st photo is the wall #1, 2nd photo is wall #2, 3rd photo is wall #3, 4th photo is wall #4, 5th and 6th photo is the overall room photo. There is no requirements on the sequence of the wall photos.

The photographer is highly recommended to take a picture of the room number signage upon arriving at the room door, followed by photographing the room, so that the identity of the pictures will not be mistaken in the roll of files – as which room are those pictures are very critical for this job. Mistake in the picture identify will render the photo useless.

- E. **Photo Delivery:** The photo can be delivered online via Dropbox or Box, or any other online storage portal, or on a flash drive containing the jdelivered to Sisi Meng at the District Office. The file for each school site shall be in their own folder. Printing of photos are not needed.
 - F. We are not looking for the art of photography. We are not looking for details. We are looking for well-organized clear photos that captures the location of the existing furniture with the least amount of pictures as required to show the furniture. Please do not bury us with too many photos for us to go through in order to see what furniture is where in the room.
5. **Site Access:** The photographer shall sign out a school site master key at the District Office located at 375 Reina Del Mar Avenue, Pacifica, CA 94044. The key shall be returned on the same day at the District office outdoor drop box.

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6. **Work Hours:** The photos shall be taken during school afterhours. The following are the hours for the job start time:

Sites	Mon, Tue, Thu, Friday	Wed
Sunset Ridge	After 3pm	After 1:45pm
Vallemar	After 3pm	After 1:45pm
Cabrillo	After 3pm	After 1:35pm
Ortega	After 3:10pm	After 1:50pm

Weekends are not available.

7. **Schedule:** The required photos for all four sites shall be taken a before May 31st, 2022. The completed digital photos shall be delivered by June 15th.
8. **Payment:** The photographer shall invoice the District after photo delivery. Invoice will be paid within 30 days after receipt.
9. **Insurance Requirements:** Photographer shall take out and maintain Commercial General Liability Insurance, Including bodily injury, personal injury, property damage, advertising injury, and medical payment during the term of the services, of \$1,000,000 each occurrence. The insurance shall have no exclusion for molestation or abuse throughout the course of the services. Once the contract is awarded, the photographer is required to provide to the District certificate of liability insurance naming the Pacifica School District as the certificate holder along with an additional insured endorsement page naming the Pacifica School District as an additional insured.
10. **Proposal Content:** Proposal shall include the following:
- Name of photographer, business location, telephone number, email.
 - Number of years in business in California
 - Business website showing work samples, yelp page with customer review, Instagram, Pixabay, etc that containing the work samples are also acceptable.
 - Fee:** Please provide the price for each school site.
11. **Qualifications:** photographer who are highly organized, easy to work with, and with good customer service.

This Request does not commit the District to award a contract. The District expressly reserves the right to reject any and all proposals or accept all or part of any proposals. The District reserves the right to select the individual or company who best suit the job, in the District's sole judgement, best meet the needs o f the District.

PACIFICA SCHOOL DISTRICT,
STATE OF CALIFORNIA



BY: Sisi Meng, Bond Project Manager
DATED: March 27, 2022

Attachment: floor plan of the 4 sites showing rooms to be photographed.

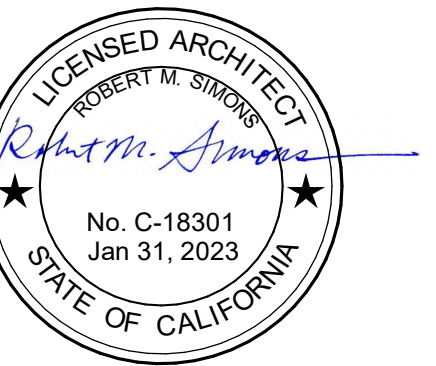
Board of Trustees

Elizabeth Bredall ★ Lynda Brocchini ★ Kai Doggett ★ Nidhi Patel ★ Laverne Villalobos

OWNER: PACIFICA SCHOOL DISTRICT

PROJECT NAME: SUNSET RIDGE ELEM. SCHOOL

PROJECT ADDRESS:
340 INVERNESS DR.
PACIFICA, CA 94044



REVISIONS:

[illegible]

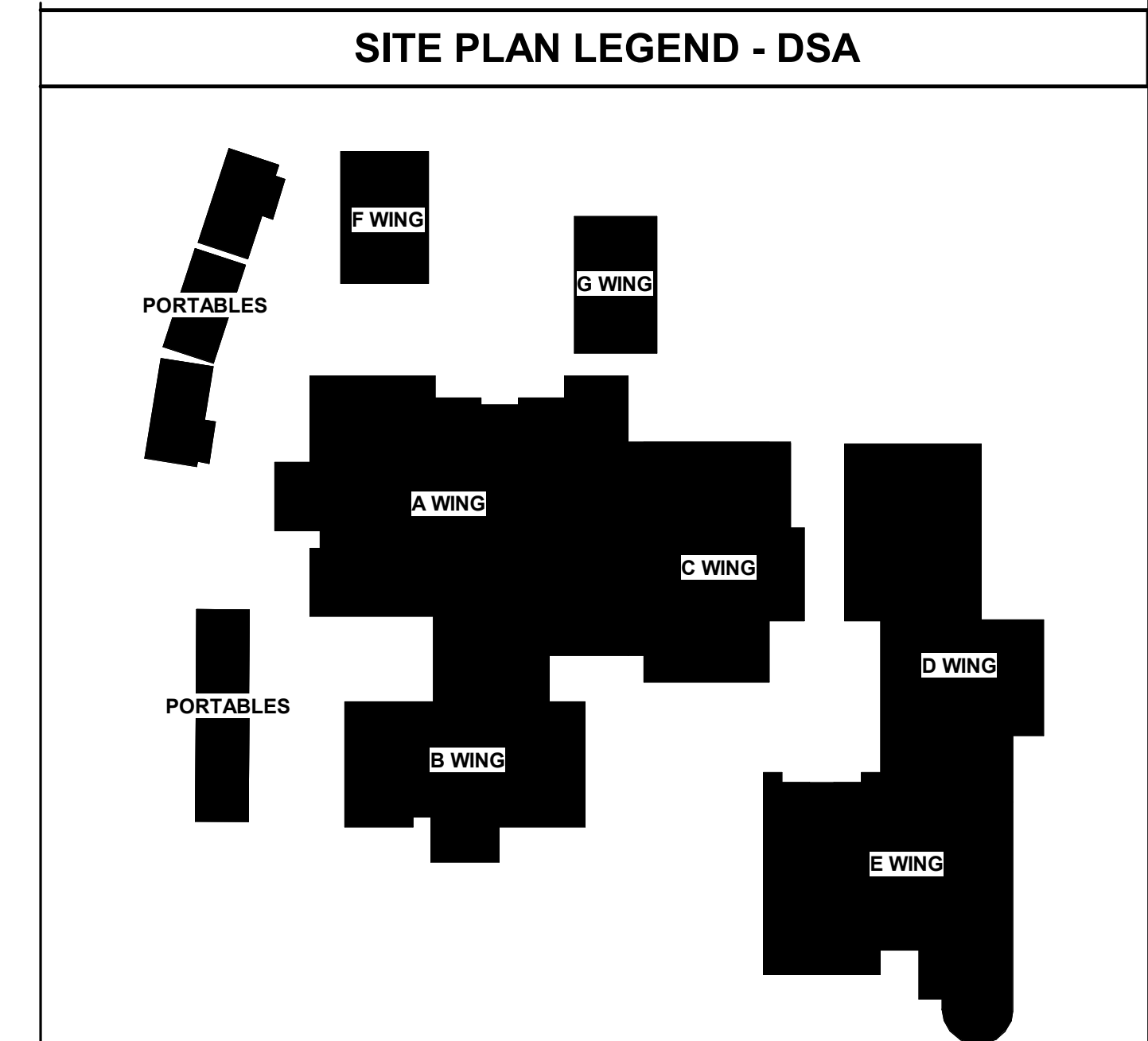
PROJECT NO: 2021-40136

DATE ISSUED: 01-14-2022

SCALE: As indicated

A01.0

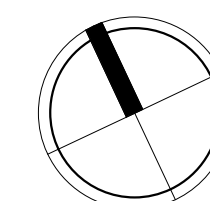
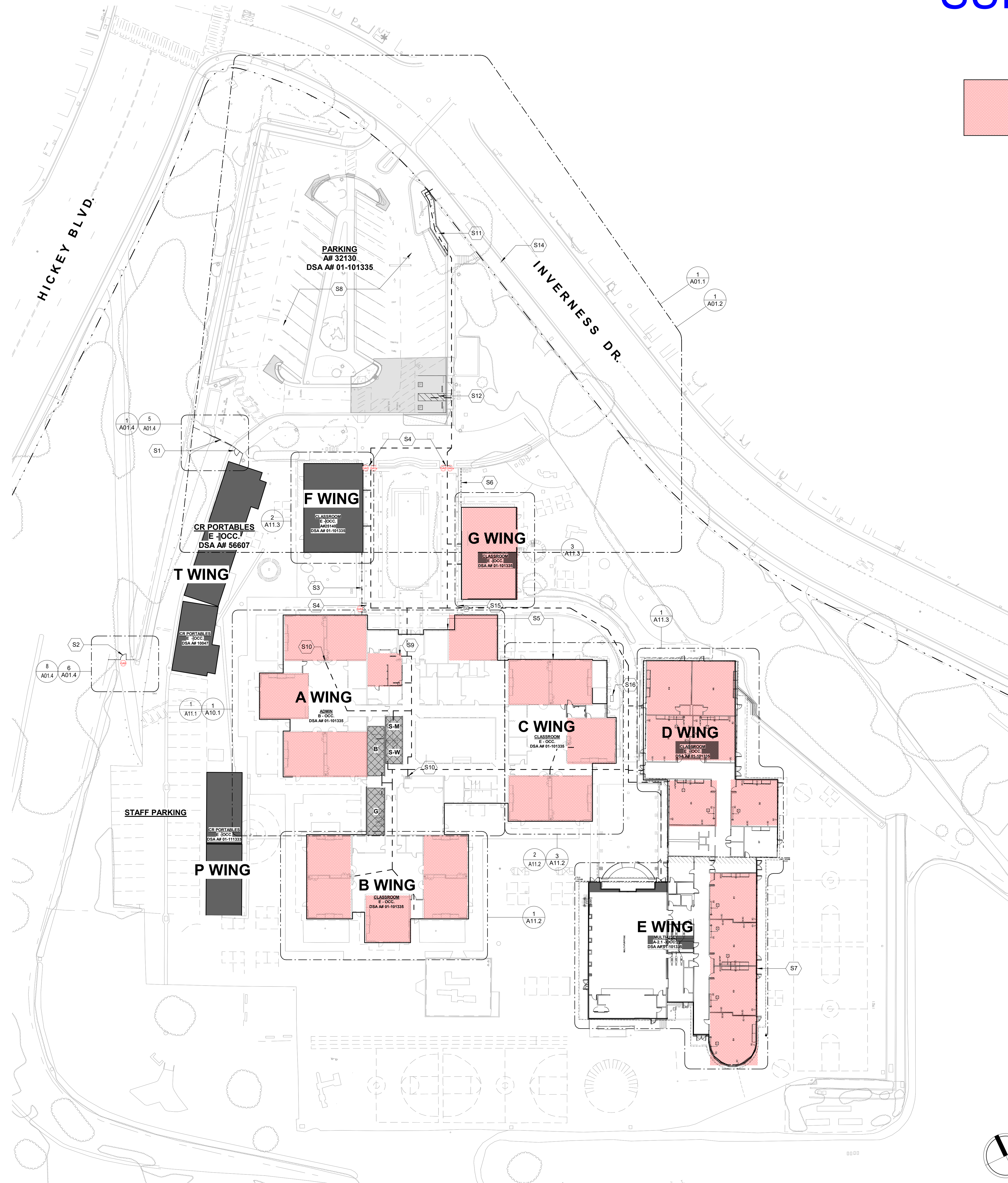
OVERALL SITE PLAN



SVA
ARCHITECTS

30 FRANKLIN ST. SUITE 210 OAKLAND, CA 94612
510 267 3180 WWW.SVA-ARCHITECTS.COM

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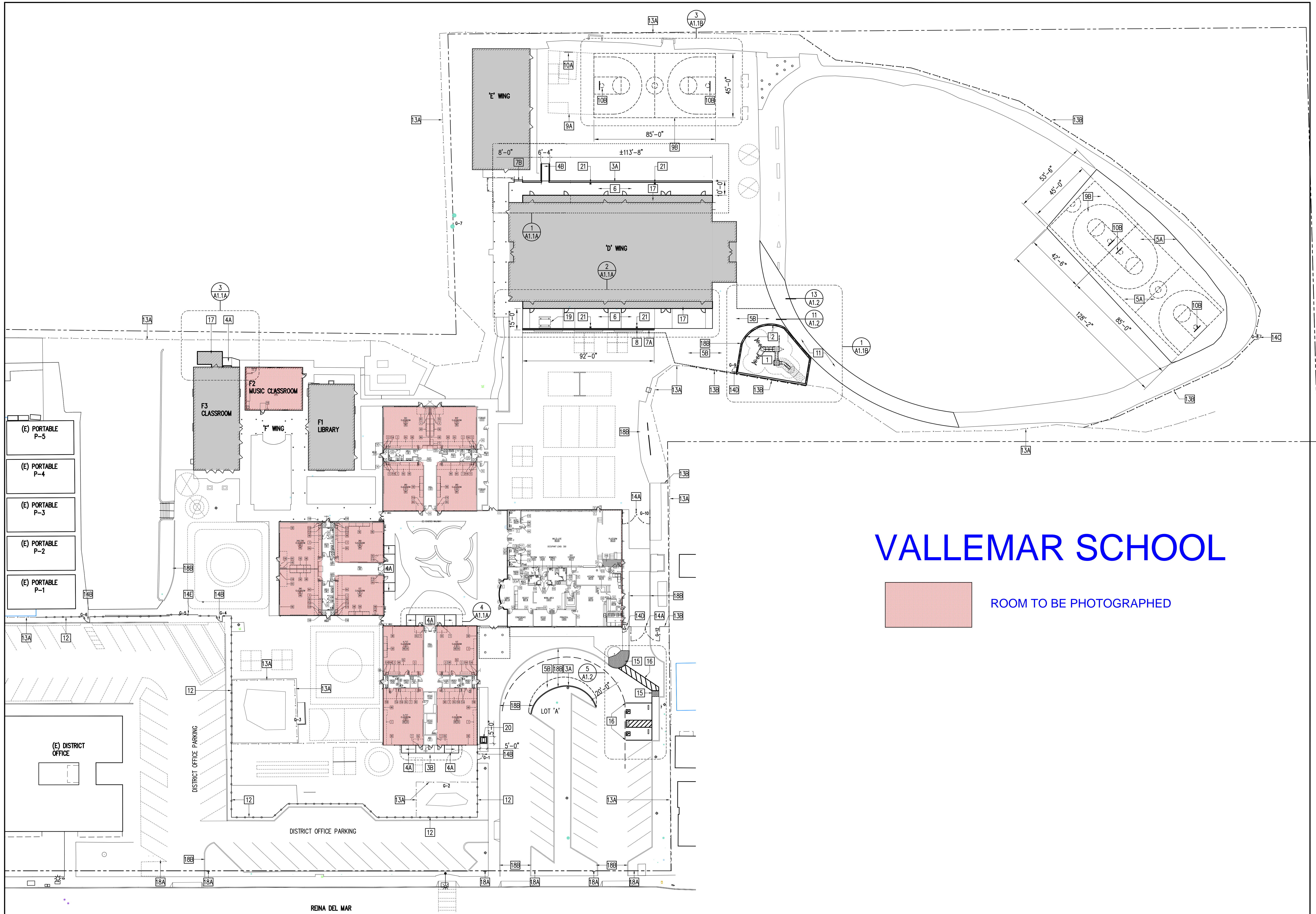


OVERALL SITE PLAN

$$1^{\circ} = 30'-0''$$

1

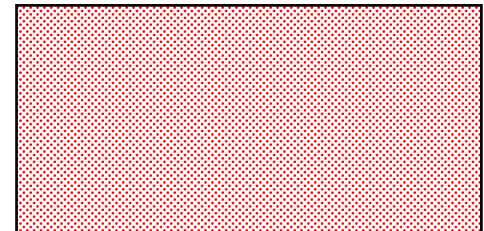
KEY PLAN



1 SITE PLAN

N
SCALE: 1" = 25'-0"

VALLEMAR SCHOOL



ROOM TO BE PHOTOGRAPHED

Agency Approval

IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 01-119770 INC:
REVIEWED FOR:
SS ☒ FLS ☒ ACS ☒
DATE: 02/03/2022

SPENCER ASSOCIATES

architecture

1121 San Antonio Road, Suite C201
Palo Alto, CA 94303
(650) 965-7000
Fax: (650) 965-7001

Architect's Seal

Consultant's Logo

Consultant's Seal

Key Plan

Project Title

MODERNIZATION
AND 'D' & 'F' WING
ADDITIONS
VALLEMAR SCHOOL
377 REINA DEL MAR AVE
PACIFICA, CA 94044
PACIFICA SCHOOL DISTRICT

Revisions

Sheet Title

SITE PLAN

Date 01/27/2022 Job No. 21100
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Sheet No.

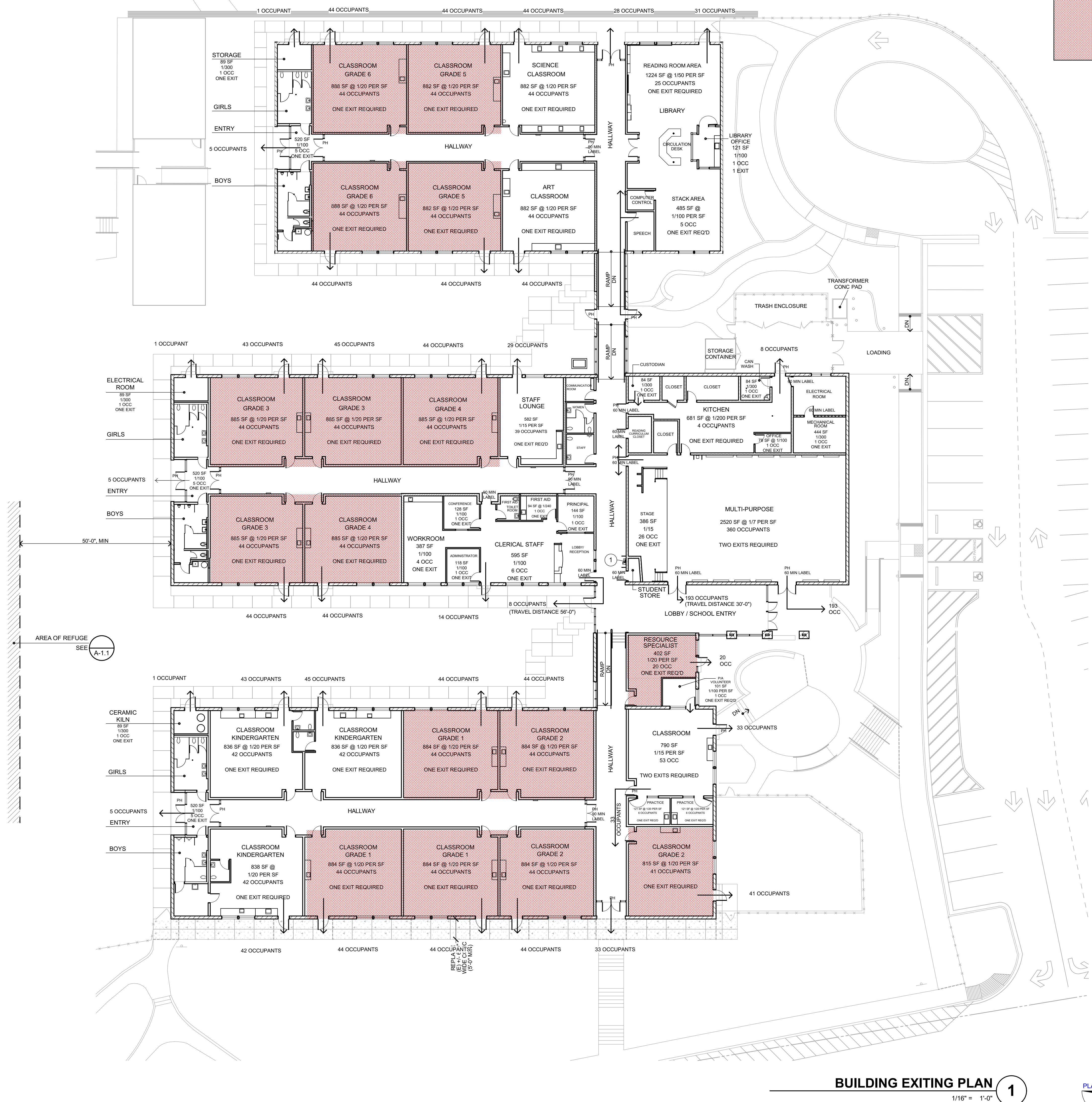
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Sheet Of
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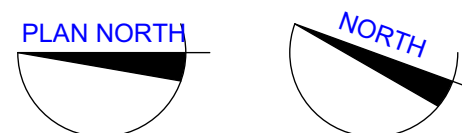
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CABRILLO SCHOOL

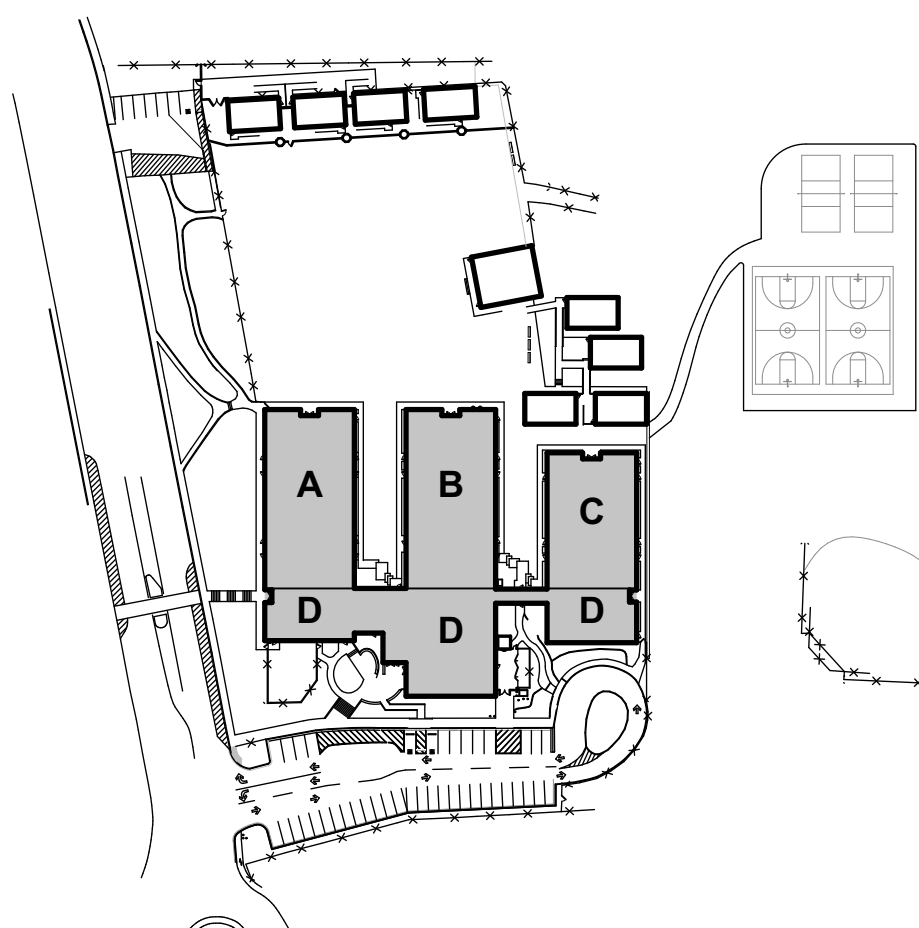
ROOM TO BE PHOTOGRAPHED



BUILDING EXITING PLAN 1
1/16" = 1'-0"



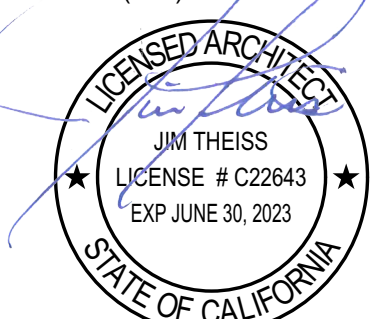
KEYPLAN



IDENTIFICATION STAMP
DIV. OF THE STATE ARCHITECT
APP: 01-119765 INC.
REVIEWED FOR
SS ☒ FLS ☒ ACS ☒
DATE: 02/04/2022



QUATTROCCHI KWOK
ARCHITECTS
Main:
636 Fifth Street, Santa Rosa, CA 95404
East Bay:
55 Harrison Street, Suite 525,
Oakland, CA 94607
(707) 576-0829



SIGNED: JANUARY 5, 2022

CABRILLO
SCHOOL

MODERNIZATION

601 Crespi Drive
Pacifica, CA 94044

PACIFICA SCHOOL
DISTRICT

DSA APP NO: 01-119765
ARCH PROJECT NO: 1935.00
DRAWN BY: BSC
DRAWING SCALE: 1/16" = 1'-0"
PTN: 68932-39 FILE NO: 41-34
CD
JANUARY 5, 2022
SHEET TITLE

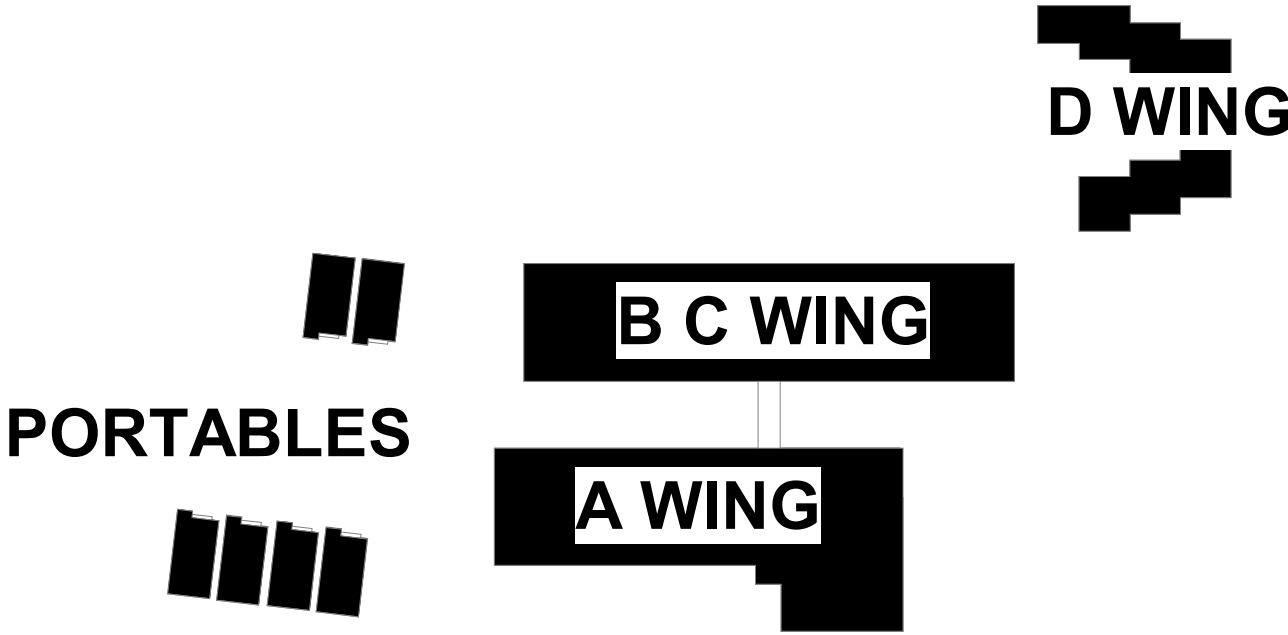
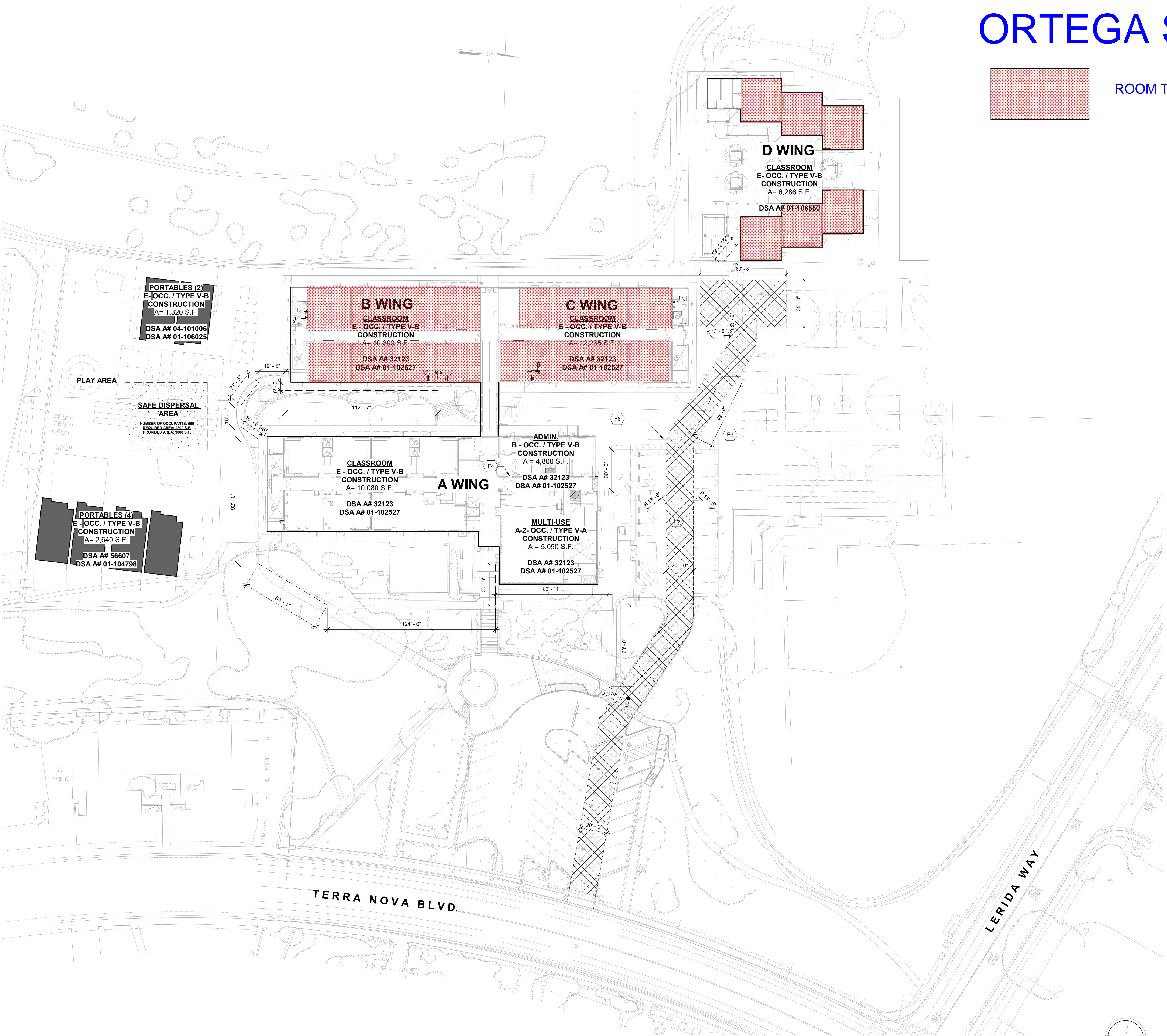
BUILDING EXITING
PLAN

SHEET NUMBER

A-1.2

ORTEGA SCHOOL

ROOM TO BE PHTOGRAPHED



OWNER: PACIFICA SCHOOL DISTRICT
PROJECT NAME: ORTEGA ELEM. SCHOOL
PROJECT ADDRESS: 1283 TERRA NOVA BLVD.
PACIFICA, CA 94044



REVISIONS:

	DESCRIPTION	DATE
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PROJECT NO: 2021-40137
DATE ISSUED: 12-23-2021
SCALE: As indicated

A01.3

FIRE
DEPARTMENT
SITE PLAN



2030 FRANKLIN ST. SUITE 210 OAKLAND, CA 94612
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