RESPONSE TO:

Request For Qualifications (RFQ) # 107-22

ARCHITECTURAL SERVICES

Attention:
Jonathan Geiszler
Director Of Purchasing & Warehouse Newport Mesa Unified School District
2985 Bear St., Bldg. A Costa Mesa, California 92626

October 15, 2021
September 20, 2021

Jonathan Geiszler  
Director Of Purchasing & Warehouse Newport Mesa Unified School District  
2985 Bear St., Bldg. A  
Costa Mesa, California 92626

Re: Request For Qualifications (RFQ) #107-22 Architectural Services

Dear Ms. Keys,

DKP has enjoyed its diverse working relationship with M and O, at Newport-Mesa, since 2018 and completed a floor covering project in 2020. In that we all hold public education close, we are pleased for the opportunity to continue to serve their kids and teachers in our home District. The response subordinates our performance and provides you with our team’s ability, displays a successful track record, and demonstrates our team’s technical knowledge and experience.

We have completed a wide variety of projects, on-time and within budget. Our team is selected to meet any variety of projects. In many ways, our local and quick acting medium sized firm, with the best technically experienced team, will be the best combination for the district’s future projects. We enjoy our relationship with Newport-Mesa, and we consider ourselves not just a consultant, but a focused neighbor and teammate.

In alignment with our state’s and federal COVID-19 health policies, we have the greatest respect for our clients’ health and safety and look forward to continuing our services and support, following the state and local health official orders and guidance. The undersigned is the president of DKP, Inc., a California corporation, and is the authorized and binding authority to represent our firm in contractual matters related to this response.

Sincerely,

Donald Krotee AIA  
Donald Krotee Partnership, Inc
Section A. Business Profile

Company Profile

i. Legal Form and General Information

*Donald Krotee Partnership, Inc.*, is a California S Corporation located in Santa Ana (less than 15 minutes away from your district). It is locally owned by Don Krotee who is active in the NMUSD with local non-profits, community awareness and his own non-profit supporting students and teachers. DKP, is not a wholly or partially owned subsidiary of any other entity. In 1979, the firm shifted its focus to 85% to public clients. Today, we provide primarily full A/E consulting services for new and rehab buildings for educational and municipal users. And throughout the firm’s history, we have completed projects with a wide array of scope - from feasibly analysis and expert forensic consulting and mediation. In your educational markets, we have completed more than $500M in mods, rehabilitation, and expansion with the common thread of being *on time and within budget*.

Below is our firm’s detail information.

- Address: 230 North Bush Street, Santa Ana, CA 92701
- Tax ID: 510438211
- Office Phone: 714-329-3036
- Fax: data of any type may be sent to DKP in any number of alternate methods
- Office E-mail: admin@krotee.com
- Principal email: dkrotee@krotee.com

ii. Ownership Structure and History

Throughout the firm’s history, we have completed projects with an array of different building uses within the schooling programs of every variety. We have successfully completed municipal, commercial, and educational projects. DKP does small ($3k-4M), to large and medium sized projects ($9-36M). All of this, with a successful trait of *on time and within budget*. Simply stated, our A/E firm is perfectly suited for undefined indefinite quantity type “miscellaneous” projects and specific work in which the District needs design and construction.

During our decades of educational consulting, we have completed the design and processing for more than $1B of public/private consulting construction cost. Among our Orange County school district clients, to name a few, are Rancho Santiago, Santa Ana Unified, Garden Grove Unified, and Newport-Mesa as well. DKP has provided virtually all types and varieties of typical A and E services. To follow is a partial listing of our popular K-12 undertakings.
Section A. Business Profile, Cont.

- Temporary and permanent classroom designs including “instant campuses”
- HVAC and Electrical high and low voltage rehabilitation and retrofit
- New and rehabilitation of every variety of structure and design problem
- Historic properties and buildings requiring stabilization
- Structural retrofit for unreinforced and reinforced masonry structures
- Plumbing and every type of accessibility and barrier removal projects
- Roofing, siding, interior, and exterior and retrofit
- Site planning for every type of parks and path of travel access
- Disabled accessibility, barrier removal and ADA retrofit services
- Retrofit for Jail and holding facilities
- Site planning and surface parking facilities
- New and rehabilitation of office buildings and complexes
- Closed-circuit TV surveillance and data storage installations
- Computer rooms, clean rooms, and non-wet fire protection systems
- Specialized computer teaching platforms
- Ventilation rehabilitation and waterproofing retrofit
- Automatic fire sprinkling and fire alarm systems for both new and existing facilities
- Student lunch shelters (including all seating)
- Commercial kitchen, food storage, and scullery facilities for feeding large groups
- Science and libraries, dental training labs, and computer science training areas
- Gymnasiums, indoor and outdoor athletic fields and play areas
- Facility planning and estimating and feasibility

The following key people will serve the District in selected theoretical assumed projects.

**Principal Architect** - Donald Krotee AIA- CA. C-8318. DKP started doing K-12 work in 1978 and has more than 40 years of dedicated service to this important market. Don has consulted and DKP has certified more than $500M of K-12 construction. Don provides overseeing of design, cost and time estimates, selects the project managers, and approves every consultant.

**Project Manager** - Mr. Rogers-Hayward will serve as project manager. He is responsible for every day-to-day project occurrence, oversees everything, and authors most correspondence. He is the first call for updates for Newport-Mesa projects awarded to DKP, Inc. He has 27 years of experience and 25 years of K-12 experience. Don and Matt will be your primary contact points for any project for your District. Matt’s extensive experience is also summarized in his resume.
Project Manager - Carlos Campos will serve as a project manager in multiple award situations or will co-manage with Mr. Rogers-Hayward. Otherwise, Carlos will be an assistant. Carlos is an Associate Member of the American Institute of Architects and is OSHA 30 card certified. He shall be the day-to-day contact for his own projects and may intermittently serve as production assistant for Matt. He has 19 years of construction and design experience and 12 years of experience in a K-12 setting.

iii. Qualifications and Resumes

Our employees and their experience, in serving local K-12 local districts, is vast and varied. The employees selected for this local work have the resumes and, the not just relevant but specific experience in the K-12 public school market. They know the construction use, type, and condition of the buildings in your district. Because of this experience, they can assess the existing conditions and design opportunities of those public schools and their grounds, as the building product, from district to district, has a relative consistent make up all over Orange and Los Angeles County and California, as a region.

In regard to specific experience, for example, our firm uses the same roofing consultant as NMUSD. This focused experience means we understand that problem solving in districts means, sticking with products and people that work. We both agree that Steve Tolsma and Tremco are a benchmark in the roof membrane business. And it is that kind of experience that we share in regard to the design and repair of every district facility. In that same regard, last summer, NMUSD came to us with new and re-flooring in some of their school in varied locations and, in the COVID- environment, we found that one of the largest carpet mills/providers, had more standing warehouse product to quickly deliver and install, than any other company. Who knew the largest floor covering company in the US would save the NMUSD time and resources and allow us to deliver the newest technical solutions to breathable and mold resistant classroom environments for kids and teachers?

Since the District may well identify more than one project, we identify three key staff members to serve the District. The key staff will be principally the day-to-day contact for the district. Donald Krotee, Matthew Rogers-Hayward, and Carlos Campos are the key personnel and are all located in our office of Santa Ana, about 15 minutes from NMUSD. Mr. Krotee is the principal and founder of the company, signs contractual and binding documents, legal correspondence and shall serve as the architect and AOR.

In addition, Project Manager Carlos Campos will either assist or co-manage with Mr. Matthew Rogers, depending entirely on what the district desires. We have found that where there are multiple awards of projects and the project sizes are less than $4M, co-management works well. If the project size is less than $4M, we might suggest the district allow for Matt to remain as the day-to-day contact. Your district will decide which management style, is best. However, having
a second project manager available as an assistant, has been a very good redundancy for the best management.

In the following pages, you will find the full resumes for Principal Donald Krotee, Matthew Rogers-Hayward, and Carlos Campos with relevant experience and projects.
Donald Krotee, AIA Principal – C3818

Donald Krotee has over 45-years’ experience in the industry of planning and architectural design. His own firm has been pre-qualified for 10 Cities/Counties and 6 school and college districts. The firm provides virtually every service within the K-12 planning and architectural sphere. Under Don’s guidance, DKP has been awarded two lifetime achievement awards and been published Statewide. The firm’s work has provided services for over $1B in constructed value. He is the principal in charge for of all publicly bid projects.

As Mr. Krotee has provided expert forensic cost analysis and his firm have contributed invaluable dispute resolutions and provided expert forensic testimony and deposition for several public and private real estate developments. Don is often called to consult and or testify as a qualified “Cost to Cure” expert in California Superior Court.

Educational Background

Don began his educational work in architecture at Temple University in Philadelphia and completed his professional training, and part of his internship, at the College of Architecture at the University of Arizona. He was the outstanding graduating senior, receiving the Alpha Rho Chi Gold Medal with his Bachelor of Architecture Degree. While attending the University of Arizona, Mr. Krotee minored in Historical Restoration, and has since furthered his education by completing course study towards a master’s degree in Urban Design. He has been a visiting critic at several Universities, has been published in local journals and newspapers, and has been a speaker at local non-profit organizations and colleges as a visiting professional source.
Matt A. Rogers-Hayward, Associate AIA - Project Manager

Matt has been with Donald Krotee Partnership, Inc., since 1985 and has coordinated and processed many publicly bid projects. He specializes in the rehabilitation of existing structures, the addition, tenant improvements, and accessibility standards. He has served as Project Manager on over 100 K-12 urban rehabilitations, including:

- OC Sherriff Correctional – all main Facilities
- GGUSD - 11 HVAC projects and 5 modernizations
- SAUSD - HVAC and 8 modernization projects on 7 campuses
- PYLUSD - Modernization of 8 school cites
- PYLUSD - Strategic interim housing projects on several campuses
- SAUSD - Facilities Relocation Project, including the Otsuka Site
- SAUSD - Preparation of ADA transition report and detailing to 54 campuses
- RSCCD - Rehabilitation and ADA modifications to 60 buildings, 3 campuses
- County of Orange - Bolero Peak Community Facility, redundant power supplies
- County of Orange - Old County Courthouse - 6 general and historic rehabilitation
- Arcade Building - Rehabilitation and 12 modifications: office, food facilities, and computer labs
- Vietnamese Community Center of Orange County - New Structure
- GGUSD - 59 relocatable classroom placements for concurrent site modernizations
- Restaurant projects - 6 new/reconditioned facilities

Mr. Rogers-Hayward has managed or performed all project inventory and documentation on the above-mentioned projects.

Educational Background

Mr. Rogers-Hayward attended the California State Polytechnic University at Pomona, receiving his Bachelor of Architecture Degree. He is an AIA Associate Member and a Member of the National Trust for Historic Preservation.
Carlos Campos, Project Manager

Carlos has been with DKP since 2013 and has previously worked in the architectural design and construction field for 5 years. He is an Associate Member of the American Institute of Architects and is OSHA 30 Card Certified. Carlos specializes in managing medium sized educational work and is an expert in producing field verified as built documents.

He has recently permitted a $2M college campus site improvement project in City of Santa Ana. And has more than 6 years’ experience in City, public, private educational, K-12 building repair, and adaptive reuse markets. He is currently working on an adaptive reuse, changing an 80-year-old County of Orange municipal building into private housing and administration. This project features complex exiting and mixed use occupancy, Section 104 Building Code appeal and substitution design and filings, complex retrofit procedures, and County health and safety coordination. Carlos is an expert in design and retrofit and specialized fire alarm systems, Notifier, and other low voltage systems. Carlos has 9 years’ experience and is proficient with all software programs for City related and public building adaptations including InDesign, Illustrator, AutoCAD, Revit, Rhino, V-Ray, and Sketch Up.

He has assisted or managed projects for the following users:

- SAUSD - $2.3 M, including several special projects, site refurbishment and lighting, roof reconstructions, and interim housing/placements
- NLMUSD - $2.2M, for adaptive reuse of structures, district access projects, marquee projects, and multi-media electronic scoreboards
- AUHSD - Historic theater rigging equipment and accessible upgrades.
- Fogelman Building - $1.1M, adaptive reuse of existing unreinforced masonry structure
- Phoenix House - $1.1M, HVAC replacement and re-roofing, adaptive reuse
- RSCCD - Currently a Professor of Construction, Santa Ana Community College
- OCCD/Newport-Mesa ROP - Currently a ROP Construction Instructor, Orange Coast Community College
- OCCD - Former Professor of Construction Administration, Orange Coast Community College

Educational Background

Carlos received his Bachelor of Architecture Degree at Woodbury University.
Section B. Experience

i. New Construction and Modernization

Since 1979, our office has focused on K-12 educational work completing $750M in modernizations, major expansions, new buildings, conversions, additions, and expansive projects.

ii. Project Listing

To follow are sample projects that demonstrate this array of work - successfully completed or in process. We are glad for the opportunity to show projects of the same scope for which the District presents in their Request. We feel this is exactly what will best serve the District - an A/E firm of medium size that can do virtually any project and can serve the District from Central Santa Ana, a location that is proxemic to your district.

Garden Grove Unified School District

Ms. Margie Brown
Previous Director of Facilities
Garden Grove Unified School District
10331 Stanford Avenue
Garden Grove, CA  92840
714.663.6442

Matt Rogers-Hayward is the Project Manager in charge for all projects.

Jordan Intermediate School – Modernization/HVAC and Ancillary Scope

Scope of work: Two phase project: Working as the “take-over Architect”, the project’s existing DSA approved plans were evaluated and modified to meet the needs of the current District standards. The project included modernization of the entire permanent site, evaluation and remodeling of existing restrooms, parking area, and accessible path-of-travel access issues. Following the “Modernization,” the District obtained a bond to add Air Conditioning, new dropped T-Bar ceilings, all new lighting, and replacement of windows.

Address: 9821 Woodbury Road; Garden Grove, CA  92844
Services offered: A/E redesign, processing, cost estimating, and construction administration

Construction amount: $5,862,942.50
A/E Fee: $666,550.96
Complete / DSA Certified
Duration from Design to Completion: 14 months
Section B. Experience, Cont.

Lake Intermediate School - Modernization

Scope of work: Two phase project: Working as the “take-over Architect”, the project’s existing DSA approved plans were evaluated and modified to meet the needs of the current District standards. The project included modernization of the entire permanent site, evaluation and remodeling of existing restrooms, parking area, and accessible path-of-travel access issues. Following the “Modernization,” the District obtained a bond to add Air Conditioning, new dropped T-Bar ceilings, all new lighting and replacement of windows.

Address: 10801 Orangewood Avenue; Garden Grove, CA  92840
Services offered: A/E redesign, processing, cost estimating, and construction administration

Construction amount: $5,841,742.00
A/E Fee: $796,681.93
Complete / DSA Certified
Duration from Design to Completion: 17 months

Brookhurst (K-3) Elementary School – HVAC & Ancillary Scope

Scope of work: Following the “Modernization” approval, the District obtained approval of a bond to add Air Conditioning, new dropped T-Bar ceilings, all new lighting, and replacement of windows.

Address: 92841 Catherine Street; Garden Grove, CA  92841
Services offered: A/E redesign, processing, cost estimating, and construction administration

Construction amount: $3,714,197.67
A/E Fee: $371,419.77
Complete / DSA Certified
Duration from Design to Completion: 48 months (District delayed construction from approval to future “Summer Cycle”
Section B. Experience, Cont.

Santa Ana Unified School District

Ms. Yvette Miranda  
Facilities Planner  
Santa Ana Unified School District  
1601 East Chestnut Avenue  
Santa Ana, CA  92701  
Phone:  714.480.5371

Matt Rogers-Hayward is the Project Manager for the following.

Frederick Remington and Roosevelt Elementary - Measure “G” Mod. Projects

Scope of work: “Modernization” project of an older one-story school that featured 8 field change directives, which resulted in lowering costs to the District. DKP helped administrate a split bid, resulting in all work considerably below estimates.

Address: 1325 East Fourth Street; Santa Ana, CA  92701
Services offered: A/E design, processing, cost estimating, and construction administration

Construction amount: $5,778,363.00
A/E Fee:  $577,836.30
Complete / DSA Certified
Duration from Design to Completion:  19 months
Section B. Experience, Cont.

Anaheim Union High School District

Mr. Arturo Lavenant
Assistant Director, Planning
Anaheim Union High School District
501 North Crescent Way
Anaheim, CA  92803
Phone:  714.999.5678

Carlos Campos is the Project Manager

Anaheim High School – Cook Theater Rigging Project

Scope of work: The work requires the safety and improvement of new theater rigging. The work was a safety and performance enhancement that followed a report on the stage and curtain of the entire theater of the existing high school theater building. This required addressing additional accessibility improvements, which led to changes in the stage and flooring to accommodate all theater goers. Additionally, DKP entered into a DSA specialized, “Request for Unreasonable Hardship” (RUH), saving the district over $540,000 in new elevator, stair, ramp, balcony, restroom, and other access items. DKP also was able to include small changes to correct existing wrongly constructed paving in some areas for additional prior projects. This work will now be in compliance with OPSC and federal ADA guidelines.

Address: 811 West Lincoln Avenue; Anaheim, CA  92805
Services offered: A/E design, processing, cost estimating, and construction administration

Construction amount: $621,964.00 (estimated)
A/E Fee:  $95,449.00
DSA-approved, awaiting bid
Duration from Design to Completion: 15 months design, awaiting bid
Section B. Experience, Cont.

iii. Project Team.

The following key people will serve the District in selected theoretical assumed projects.

**Principal Architect** - Donald Krotee AIA- CA. C-8318. DKP started doing K-12 work in 1978 and has more than 40 years of dedicated service to this important market. Don has consulted and DKP has certified more than $500M of K-12 construction. Don provides overseeing of design, cost and time estimates, selects the project managers, and approves every consultant. We believe in providing a strict line of communication and verification between all our team members. Our employees know they are valued and respected. They take pride in all of their efforts, and this is evident in the quality of their work product. Since the District may well identify more than one project, we identify three key staff members to serve the District. The key staff will be principally the day-to-day contact for the District. Donald Krotee, Matthew Rogers-Hayward, and Carlos Campos are the key personnel and are all located in our office of Santa Ana, about 15 minutes from NMUSD. Mr. Krotee is the principal and founder of the company, signs contractual and binding documents, legal correspondence, and shall serve as the architect and AOR.

**Project Manager** - Mr. Rogers-Hayward will serve as project manager. He is responsible, day-to-day for every project occurrence, oversees everything and authors most correspondence. He is the first call for updates for NMUSD projects awarded DKP, Inc. He has 27 years of experience and 25 years of K-12 experience. Don and Matt will be your primary contact points for any project for your District. Matt’s extensive experience is also summarized in his resume below. In addition, Project Manager Carlos Campos will either assist or co-manage with Mr. Matthew Rogers, depending entirely on what the District desires. We have found that where there are multiple awards of projects and the project sizes are less than $4M, co-management works well. If the project size is less than $4M, we might suggest the District allow for Matt to remain as the day to day contact. Your District will decide which management style, is best. However, having a second project manager available as an assistant, has been irreplaceable.

**Project Manager** - Carlos Campos may, serve as a project manager in multiple award situations or will co-manage with Mr. Rogers-Hayward. Otherwise, Carlos will be an assistant. Carlos is an Associate Member of the American Institute of Architects and is OSHA 30 card certified. He shall be the day-to-day contact for his own projects and may intermittently serve as production assistant for Matt Rogers. He has 19 years of construction and design experience and 12 years of experience in a K-12 setting.

In the following pages, you will find the full resumes for principal Donald Krotee, Matthew Rogers-Hayward, and Carlos Campus.
Section B. Experience, Cont.

iv. Public Works Requirements

As mentioned before, DKP has been providing professional consulting services since the mid-70s. As a result, our strong expertise lies within public works projects including K-12. Our firm has worked frequently with DSA, OPSC, CDE, CEQA and DTSC and we have a solid understanding of laws and requirements. For decades, DKP has been working closely and consistently with the Los Angeles and San Diego DSA offices.

v. NMUSD District Contracts

DKP has completed 2 projects for the district.

Various floor covering rehab for several schools and the replacement of outdoor playground specialized flooring for child climbing environments. Each project was managed by Lance and John at District M and O.

vi. Innovative Project Capabilities

Specialization
Section B. Experience, Cont.

vii. Other Bond Measure, Re purposing and Experience

DKP, Inc., has served K-12 and community college Districts, through more than $900M in many services, traditional and enhanced, related to bond measures. These include bond measure creation, participation, fundraising and providing the traditional A/E services. In 2016, DKP started its own C3 Nonprofit for public education. Within that NP resides funding assistance for Districts furthering our kids and teachers. DKP has helped districts prioritize scope prior to assessing the bond costs, worked under the direction of bond consultants and bond council and has been a team member to SAUSD, assisting in the assessment, preliminary design, budgeting and capitalization of such bond measures. We look forward to providing a detailed description of funding assistance, for bond start up, for NMUSD.

DKP has worked in every facet of preliminary and final services for design to coordinate the termination of outside expensive leases, for districts developing their own buildings to house their kids and teachers. These include P to P (portable to permanent school construction) and over $50M of remodel of existing campuses, to either change use or accommodate classrooms for re-purposing to ROP and other specialized trade training.

DKP has used every delivery method available to Districts and can offer design build through our relationships with Construction Management firms provided by the district or our relationships with telacu.com and McCarthy.
Section C. Project and Cost Management

i. Project Management (i.-iv.)

DKP’s approach to managing projects is through utilizing a strict consistent process-based quality control policy to achieve the goal of our design documents are on time, within budget, and as complete and error free as possible.

The achievement of this starts with the milestones, shown in the timeline below. Starting the timeline is beginning of this process as this starts the schedule. Any project management plan is tied, inseparably to quality assurance and this begins with an initial understanding that EVERY client’s two most valuable assets: time and money. We will write, throughout this response, of this importance. The timeline shows the milestones and eventual dates will become the project schedule.

The discussion of money drives the budget and these elements that effect the budget are re-studied and reviewed by the district, at every milestone, as part of our commitment to this “process” and this is the benchmark of all quality assurance. When the budget and the schedule are established and the “Programming” begins the process, the first milestone, the project management begins in earnest. The other milestones are in order, following the programming in the graphic below. In very small projects, preliminary design can begin with an existing plan and the milestones are adjusted. But the awareness of the time and money, studied and approved at all the key milestones will always deliver a healthy project. This ensures that the process is followed, quality assurance is preserved. In the design process, most everyone knows how the classic milestones fit into the life of any project within the process/timeline. The classic milestones are as follows:

1. Programming
2. Preliminary Design
3. Design Development
4. Construction drawing documents
5. Bidding Phase
6. Contractor selection
7. Construction Phase
8. Closeout
9. Debriefing
Section C. Project and Cost Management, Cont.

But many designers move quickly, and maybe even efficiently, from milestone to milestone and never re-examine the budget and schedule (the life blood of the client’s time and money). This is why following the rigorous process-based management, is so important.

ii. Computer Project Management/Scheduling and Electronic Design

The firm’s use of internet-based tools is on an as-needed basis. We find that software such as Procore is irreplaceable if a Board member visits your office and wants to know what you spent last quarter on 6 projects. It pops up here and there for groups that are riding heard on more than they can handle and outstanding for graphics to show various processes. However, the chief concern was their perception and claim that their software is better than Microsoft Project which, in itself, is usually more complex than it needs to be. One can keep a simple Excel file developed schedule and show the weeks or days in numbers and the elapsed time is computed. The numbers are interactive, accurate and can be adjusted for gains and losses of time and revisited, as suggested above, throughout the process.

Bluebeam Studio is a DSA required submittal and process life saver especially during COVID. It allows for submission discussion, uses Adobe and easy to follow. Naturally our recent submissions and certifications or recent have all been used in this software.

iii. Cost Estimate History

DKP, has consistently provided on time and on budget consistency with every project. Budgets adhere to the Estimated cost of construction at the following rates:

- 10-20% below budget - 22% projects
- At 5% below- 13%
- At 5% above -9 %
- At 10%- 15% above- 3%
- At or above
Section C. Project and Cost Management, Cont.

iv. Firm Change Order History

Change Orders driven by the following. Note that no change order total was greater than 6.5 percent of the total project cost.

<table>
<thead>
<tr>
<th>School Projects</th>
<th>Bid</th>
<th>A/E</th>
<th>District</th>
<th>Contractor</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>SAUSD - Monte Vista Modernization</td>
<td>$1,484,000</td>
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<td>$0</td>
<td>0.0%</td>
<td>$100,810</td>
<td>$1,661,295</td>
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</table>

Cost Estimate History

Our office's cost estimate history is well tested with a number of municipalities and public clients. Since the inception of the firm, our office has produced projects, which are on time and within budget. To date our office has:

- Never returned to a Governmental Agency, Board of Supervisors, Board of Trustees or Board of Education because our project was over-budget;
- Never returned to any agency or board because Change Orders during a project were over the State-required maximum.
Section D. Sub Consultants

Listed below are our selected Sub-Consultant team. We have enjoyed a successful, cohesive 15+ year working relationship with our proposed team of sub-consultants. We use the term “cohesive” because having worked together as a team for this length of time, has afforded us with consistent, organized, solid, and positive results. Of course, should the need arise, we are able to provide additional support.

Structural

Josh Randall, KNA Consulting Engineers, Inc.
9931 Muirlands Boulevard, Irvine, CA 922618
Tel. 949-462-3200

Mr. Randall is a Principal of KNA Structural Engineers and has over 27 years’ experience in the structural design of buildings. Josh has been with KNA since the day they opened their doors for business in 1996. He is experienced and knowledgeable in all areas of building design, including value engineering, project management, analysis, quality assurance, and construction administration. Mr. Randall’s expertise includes the Design and Construction Administration for buildings of all types with special emphasis on public educational facilities. Mr. Randall is well acquainted with Division of State Architect (DSA) requirements for public school construction. In addition to new construction, his experience also includes numerous modernization and renovation projects as well as a large number of seismic mitigation projects to existing structures. He also maintains plan-checking contracts with both the San Diego and Los Angeles offices of DSA.

Young Nam, VCA Engineers, Inc.,
2151 Michelson Dr. #240, Irvine, CA 92612
Tel: 949-679-0870

Mr. Nam has designed and directed large and complex projects including new construction, historic renovations, additions, and seismic upgrades and retrofits. He has been Project Manager and Project Principal on a variety of projects including education, commercial, high-rise, healthcare, cultural, and sports. Mr. Nam is an active member of Structural Engineers Association of Southern California (SEAOSC), International Code Council (ICC), American Concrete Institute (ACI), American Institute of Steel Construction (AISC), and Collaborative for High Performance Schools, Inc. (CHPS). Mr. Nam is a licensed professional engineer in California and a licensed structural engineer in California and South Korea.
Section D. Sub Consultants, Cont.

**Mechanical**

**Paul Antieri, Antieri and Associates, Inc.,** 155 W Washington Blvd, Suite G-5, Los Angeles, CA 90015  
Tel. (213) 393-7722

Paul Antieri, Mechanical Engineer, PE., LEED accredited professional has over Forty years of professional experience. The professionals of Antieri & Associates Consulting Engineers, Inc., have responded to the demands of the construction community for more than 35 years. They are a professional engineering firm specializing in Mechanical and Electrical Engineering. They believe that the key to all successful projects lies in the quality and the spirit of the coordination process, the exchange of information, not only between the various consultants, but also between developer, management and the consultants.

**Electrical**

**Irwan Yowanto, Yowanto Engineering Inc.,** 2705 N. Towne Avenue #C, Pomona, CA 91767  
Tel (909) 626-6291

Mr. Yowanto is an electrical engineer with diversified experience in AUTOCAD, Revit, Visual Lighting Software and Energy Pro Software. His technical expertise includes electrical power distribution design, lighting, fire alarm systems, security, communications systems, controls and emergency power systems. His experience has ranges from the design of electrical systems for educational facilities from K-12 to university level, public safety facility, medical office, hi-rise building, apartment complex, parking structure to custom lighting and power distribution for commercial site. Mr. Yowanto is responsible for conduction the preliminary job site investigation to final construction observation. He provides preliminary and final construction estimates and insures the requirements for the State of California DSA office, OSHPD, Title 24 and other local jurisdictions.

**Civil**

**Young Nam, VCA Engineers, Inc.,** 2151 Michelson Dr. # 240, Irvine, CA 92612  
Tel: 949-679-0870

Mr. Nam has designed and directed large and complex projects including new construction, historic renovations, additions, and seismic upgrades and retrofits. He has been Project Manager and Project Principal on a variety of projects including education, commercial, high-rise, healthcare, cultural, and sports. Mr. Nam is an active member of Structural Engineers Association of Southern California (SEAOSC), International Code Council (ICC), American Concrete Institute (ACI), American Institute of Steel Construction (AISC), and Collaborative for High Performance Schools, Inc. (CHPS). Mr. Nam is a licensed professional engineer in California and a licensed structural engineer in California and South Korea.
Section E. References

Anaheim Union High School District

Mr. Arturo Lavenant
Assistant Director, Planning
Anaheim Union High School District
501 North Crescent Way
Anaheim, CA 92803
Phone: 714.999.5678

Garden Grove Unified School District

Ms. Margie Brown
Previous Director of Facilities
Garden Grove Unified School District
10331 Stanford Avenue
Garden Grove, CA 92840
714.663.6442

Santa Ana Unified School District

Ms. Yvette Miranda
Facilities Planner
Santa Ana Unified School District
1601 East Chestnut Avenue
Santa Ana, CA 92701
Phone: 714.480.5371
Section F. Legal Issues

i. There is no pending legal action against our firm, or any of our employee, alleging violations of the law in connection with an offering of municipal securities in a California transaction.

ii. There has been no settlements or judgments involving such actions within the last five (5) years.

iii. DKP has nothing to report, for this section. No claims have ever been filed against DKP. DKP has never sustained or caused litigation from any school District or public body. There are no claims threatened and no claims or even foreseeable circumstances that would affect the firm’s performance or completion of these Services.
Attachment B

CERTIFICATION – REQUEST FOR QUALIFICATIONS

I certify that I have read and received a complete set of documents regarding the attached Request for Qualifications (RFQ) # 107-22 – ARCHITECTURAL SERVICES and the instructions for submitting an RFQ. I further certify that I must submit three (3) proposal copies, plus a complete copy on flash drive, of the firm’s Proposal in response to this request and that I am authorized to commit the firm to the proposal submitted.

Principal and Owner

Typed or Printed Name

Donald Krotee Partnership, Inc.

Company

230 North Bush Street, Santa Ana, CA 92701

Address

230 North Bush Street, Santa Ana

Address

714-547-7621

Telephone

N/A

Fax

October 15, 2021

Date

If you are bidding as a corporation, please provide your corporate seal here:

See Hard Copy
Attachment C

STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION

Company Name: Donald Krotee Partnership, Inc.

(Check One): X Corporation  _____ Partnership  _____ Sole Proprietorship

Address: 230 North Bush Street, Santa Ana, CA 92701

Telephone/FAX#: 714-547-7621

Date and State of Formation/Incorporation: 2002, California

Is the company authorized to do business in California? Yes

Basis of Authorization: X California Corporation  _____ California Business License
_____ California Engineering License  _____ Other (specify)

Identify the California office to be used for this contract if organization is located/headquartered outside of California:

Address: 230 North Bush Street
Santa Ana, CA 92701

FINANCIAL INFORMATION

State the company’s California and total revenues for 2017, 2018, 2019:

<table>
<thead>
<tr>
<th>Year</th>
<th>California</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>1,011,885</td>
<td>1,011,885</td>
</tr>
<tr>
<td>2018</td>
<td>1,414,707</td>
<td>1,414,707</td>
</tr>
<tr>
<td>2019</td>
<td>551,992</td>
<td>551,992</td>
</tr>
</tbody>
</table>

Identify the largest project, in dollars, which your company has initiated or completed within the past five (5) years:

Santa Ana/Orange County Sheriff’s Department: CCTV/Power Upgrade
A&E Fee: $547,025.00
Attachment D

QUESTIONS OF SUBMITTER

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? Yes X No If yes, explain on a separate, signed sheet.

2. Does the company have an ongoing relationship or affiliation with an equipment manufacturer? Yes X No If yes, explain on a separate, signed sheet.

3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? Yes X No If yes, explain on a separate, signed sheet.

4. In the past five (5) years, has the company had any project with disputed amounts more than $50,000 or a project which was terminated by the owner, owner’s representative or other contracting party and which required completion by another party? Yes X No
   If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.

5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership? Yes X No If yes, explain on a separate, signed sheet.

6. Has the company ever had an arbitration on contracts in the past five (5) years? Yes X No If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.

7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company? Yes X No If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS PROPOSAL IS TRUE AND CORRECT.

SIGNATURE: [Signature]
NAME: Donald Krotee
TITLE: Principal and Owner
Attachment E

PROJECT REFERENCE FORM

Garden Grove Unified School District: Cost breakdown of the following project components:

For monitoring, training, educational programs, maintenance (if any), and budgeting, our contractual invoicing follows the standard breakdown, for project progress, as follows:

- **Scope and Schematics** – 5%
- **Design Development** – 10%
- **Construction Documents** 35%
- **DSA Stamped Approval** – 5%
- **Addenda, Bid & Board Award** – 10%*
- **Construction Administration** – 30%*
- **Closeout** – 5%*

Scope and Schematics - 5%: $33,327.55
Design Development - 10%: $66,655.10
Construction Documents 35%: $233,292.83
DSA Stamped Approval - 5%: $33,327.55
Addenda, Bid & Board Award - 10%*: $66,655.10
Construction Administration - 30%*: 199,965.29
Closeout - 5%*: 33,237.55

1. **Project title and location**
   Jordan Intermediate School – Modernization/HVAC and Ancillary Scope
   Address: 9821 Woodbury Road; Garden Grove, CA 92844

2. **Name, address, and phone number of contact person**
   Ms. Margie Brown
   Previous Director of Facilities
   Garden Grove Unified School District
   10331 Stanford Avenue
   Garden Grove, CA 92840
   714.663.6442

3. **Nature of firm’s responsibility**
   A/E redesign, processing, cost estimating, and construction administration

4. **Type of contract (performance, direct cost, etc.)**
   Contracted fixed fee tied to construction cost of Contractor’s Lease-Lease-back contract

5. **Contract amounts**
   Construction amount: $5,862,942.50
   A/E Fee: $666,550.96

6. **Start Date**
   January 2015

7. **Current status**: Complete / DSA Certified 2019
Garden Grove Unified School District

1. **Project title and location**
   Lake Intermediate School – Modernization
   10801 Orangewood Avenue; Garden Grove, CA  92840

2. **Name, address, and phone number of contact person**
   Ms. Margie Brown
   Previous Director of Facilities
   Garden Grove Unified School District
   10331 Stanford Avenue
   Garden Grove, CA  92840
   714.663.6442

3. **Nature of firm’s responsibility**
   A/E redesign, processing, cost estimating, and construction administration

4. **Type of contract (performance, direct cost, etc.)**
   Contracted fixed fee tied to construction cost of Contractor’s Lease-Lease-back contract

5. **Contract amounts**
   Construction amount: $5,841,742.00
   A/E Fee:  $796,681.93

6. **Start Date**
   June 2015

7. **Current status**
   Complete / DSA Certified 2018
Garden Grove Unified School District

1. Project title and location
   Brookhurst (K-3) Elementary School – HVAC & Ancillary Scope
   92841 Catherine Street; Garden Grove, CA  92841

2. Name, address, and phone number of contact person
   Ms. Margie Brown
   Previous Director of Facilities
   Garden Grove Unified School District
   10331 Stanford Avenue
   Garden Grove, CA  92840
   714.663.6442

3. Nature of firm’s responsibility
   A/E redesign, processing, cost estimating, and construction administration

4. Type of contract (performance, direct cost, etc.)
   Contracted fixed fee tied to construction cost of Contractor’s Lease-Lease-back contract

5. Contract amounts
   Construction amount: $3,714,197.67
   A/E Fee:  $371,419.77

6. Start Date
   January 2017

7. Current status
   Complete / DSA Certified 2019
Santa Ana Unified School District

1. Project title and location
   Frederick Remington and Roosevelt Elementary - Measure “G” Mod. Projects
   1325 East Fourth Street; Santa Ana, CA 92701

2. Name, address, and phone number of contact person
   Ms. Yvette Miranda
   Facilities Planner
   Santa Ana Unified School District
   1601 East Chestnut Avenue
   Santa Ana, CA 92701
   Phone: 714.480.5371

3. Nature of firm’s responsibility
   A/E design, processing, cost estimating, and construction administration

4. Type of contract (performance, direct cost, etc.)
   Contracted fee tied to as-bid construction cost

5. Contract amounts
   Construction amount: $5,778,363.00
   A/E Fee: $577,836.30

6. Start Date
   September 2016

7. Current status
   Complete / DSA Certified
Anaheim Union High School District

1. Project title and location
   Anaheim High School – Cook Theater Rigging Project
   811 West Lincoln Avenue; Anaheim, CA  92805

2. Name, address, and phone number of contact person
   Mr. Arturo Lavenant
   Assistant Director, Planning
   Anaheim Union High School District
   501 North Crescent Way
   Anaheim, CA  92803
   Phone:  714.999.5678

3. Nature of firm’s responsibility
   A/E redesign, processing, cost estimating, and construction administration

4. Type of contract (performance, direct cost, etc.)
   Contracted fee tied to as-bid construction cost

5. Contract amounts
   Construction amount: $621,964.00 (estimated)
   A/E Fee:  $95,449.00

6. Start Date
   September 2018

7. Current status
   DSA-approved, awaiting bid
STATEMENT OF NON-CONFLICT OF INTEREST

NEWPORT MESA UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL SERVICES

The undersigned, on behalf of the consulting firm set forth below (the “Consultant”), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualification, shall do so as an independent contractor and not as an officer, agent or employee of the Newport Mesa Unified School District (“the District”). The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years; (2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months; (3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the Consultant Agreement; and (4) the Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement.

Signature

Printed Name  Donald Krotee

Title  Principal and Owner

Date  October 15, 2021
Attachment G

FIRM PROPOSAL / OFFER FORM

This Proposal/Offer Form must be duly executed and submitted with any proposal/offer to NMUSD.

The Submitter hereby agrees that its proposal/offer is subject to all RFQ # 107-22 provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Submitter hereby agrees to promptly enter into an agreement in substantial accordance with such RFQ provisions, terms and conditions within five (5) days of the District's intent to award the contract.

The Submitter hereby agrees that its attached proposal/offer of which this is part, is a firm and irrevocable offer and valid for acceptance by NMUSD for the period sixty (60) days after closing. The Submitter hereby agrees that if its proposal/offer is accepted by NMUSD that it shall provide all of the services in accordance with the RFQ, as it may be amended.

Name of Person Duly Authorized to Execute this Proposal/Offer:    Donald Krotee

Duly Authorized Signature:  

Title:  Principal and Owner

Date of this Proposal/Offer:  October 15, 2021

Submitter Name:   Donald Krotee Partnership, Inc.

Submitter Address:   230 North Bush Street

                                      Santa Ana, CA 92701

Submitter Telephone:    714-547-7621

Submitter Email:    admin@krotee.com    and    dkrotee@krotee.com
NON-COLLUSION Declaration

The undersigned declares:

I am the Principal/Owner of Donald Krotee Partnership, Inc., the party making the foregoing RFQ.

The RFQ is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The RFQ is genuine and not collusive or sham. The Submitter has not directly or indirectly induced or solicited any other Submitter to put in a false or sham bid. The Submitter has not directly or indirectly colluded, conspired, connived, or agreed with any Submitter or anyone else to put in a sham bid, or to refrain from submitting. The Submitter has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Price of the Submitter or any other Submitter, or to fix any overhead, profit, or cost element of the Price, or of that of any other Submitter. All statements contained in the RFQ are true. The Submitter has not, directly or indirectly, submitted his or her Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Submitter that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Submitter.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on Oct. 15, 2021, at Santa Ana [city], California [state].

Name of Submitter Donald Krotee

Signature

Name Donald Krotee

Title Principal/Owner