

**WEST HILLS COMMUNITY COLLEGE DISTRICT  
275 Phelps Avenue, Coalinga CA 93210**

**REQUEST FOR  
QUALIFICATIONS**

**RFQ #22-23-011**



**ARCHITECTURAL SERVICES**

**Please submit proposals for the following  
services:**

Notice is hereby given that West Hills Community College District will receive responses to this request for qualifications for architectural services at the West Hills Community College District's Purchasing Office in Coalinga, California no later than **January 18, 2023 at 2:00PM PST**.

Submit                      West Hills Community College District  
                                    Purchasing Department  
                                    275 Phelps Avenue  
                                    Coalinga, CA 93210

These RFQ documents and any subsequent addenda are posted on the District's website: <https://www.westhillscollge.com/district/departments/business-services/purchasing/>

## **INTENT**

### **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR WEST HILLS COMMUNITY COLLEGE DISTRICT (“DISTRICT”)**

The District issues this Request for Qualifications for Architectural Services (“RFQ”). The purpose of this RFQ is to seek Statement of Qualifications (“SOQ”) from qualified vendors, persons, firms, partnerships, corporations, and organizations (collectively, “Firms”) to perform architectural services for the West Hills Community College District, including West Hills College Coalinga, West Hills College Lemoore, and other District facilities.

The District seeks to establish a list of qualified firms to perform architectural services including planning and programming services, design services, design documentation, swing space coordination, coordination with state and local agency requirements, construction administration, and project closeout. Additionally, Firms may be asked to provide engineering, landscape design, or FFE services in-house or via subcontractor.

It is the intent of the District to assemble an annotated listing of pre-qualified architectural services firms from which to select firms to provide architectural services during the next several years for various projects.

Qualified firms are invited to submit an original plus one (1) copy and one PDF electronic version (flash drive) of their SOQ by the Due Date and Time and on the forms provided herein to:

**WEST HILLS COMMUNITY COLLEGE DISTRICT**  
**Re: REQUEST FOR QUALIFICATION FOR ARCHITECTURAL SERVICES**  
**275 Phelps Avenue**  
**Coalinga, CA 93210**  
**Attn: Purchasing Department**

This RFQ does not commit the District to award pre-qualified status or pay any costs incurred in the preparation of an Application responsive to this request. The District reserves the right to accept all or part of any SOQ or to cancel in part or in its entirety this RFQ. The District further reserves the right to accept the SOQs that it considers to be in the best interest of the District.

Thank you for your interest in working with our District.

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WEST HILLS COMMUNITY COLLEGE DISTRICT

**NOTICE TO BIDDERS**

The West Hills Community College District, 275 Phelps Avenue, Coalinga, California 93210 hereby invites sealed Statement of Qualifications for the following:

**Request for Qualifications ARCHITECTURAL SERVICES**

These RFQ documents and any subsequent addenda are posted and can be obtained on the District's website: <https://www.westhillscollge.com/district/departments/business-services/purchasing/>

Completed Statements of Qualification (SOQ) shall be made on forms provided and shall be in accordance with the conditions and specifications outlined in this RFQ. The District will receive sealed hard copy SOQs and one electronic file (flash drive) on or before **January 18, 2023 at 2:00 PM PST** at:

West Hills Community College District  
Purchasing Department  
275 Phelps Avenue  
Coalinga, CA 93210

SOQ's not received by the deadline will be returned unopened.

The District will be closed December 19, 2022 - January 2, 2023 and will not be able to receive submissions during this time.

**Key Dates:**

- Advertise Dates: Friday December 2, 2022 & Friday December 9, 2022
- Last Day for Request for Information: January 3, 2023
- Addendum (if any) will be posted on the District's website: January 9, 2023
- RFQ Responses Due Date and Time: January 18, 2023 at 2:00 PM PST
- Interviews if applicable: January 24-26, 2023
- Board Approval: February 14, 2023

## **I. OVERVIEW OF THE DISTRICT**

West Hills Community College District has a rich history of serving the educational needs of the west side of the San Joaquin Valley for almost 90 years.

The district traces its roots back to 1932, when the Coalinga Extension Center for Fresno State College was founded to offer classes through the local high school district. In the 1940s, Coalinga College ended formal ties with Fresno State and came under the control of the Coalinga Union High School District. In 1956, a new 40-acre campus for the school opened on Cherry Lane in Coalinga. In 1961, the school separated from the high school district and, in 1969, became known as West Hills College.

West Hills College Lemoore was the first new community college built in California in this century and opened in 2002 west of Highway 41 on Bush Street. The campus earned college status from the Board of Governors in 2001 and full accreditation in 2006, giving the district two separate colleges, jointly governed by the West Hills Community College District. That was just the beginning of a new phase of construction running into the 21st Century.

Voters passed Measures C and E in 2008. Measure C benefited West Hills College Coalinga by providing \$11.6 million in funds to build new agriculture facilities at the Farm of Future and modernize several campus buildings. Measure E benefited West Hills College Lemoore providing \$31 million in funding for several planned new buildings. The state-of-the-art Golden Eagle Arena opened in 2011 and a new 23,000 square foot Student Union opened in 2016.

California Proposition 51 was passed in 2016, which has provided remaining funds needed to build a new 41,633 sq. ft. North District Center in Firebaugh. The center was renamed the Firebaugh Center in 2022 and opened in August of 2022.

A new district office in Coalinga was opened in January 2020.

The district covers nearly 3,500 square miles with colleges in Lemoore and Coalinga, the Firebaugh Center, a District office in Coalinga, three child development centers, and the Farm of the Future facility at the north end of Coalinga.

## **II. SUMMARY OF QUALIFICATIONS**

Extensive experience with the California Community College Chancellor's Office, Office of Public School Construction, California Department of Education, Division of State Architect, Uniform Building Code and Title 24 of the California Code of Regulations is mandatory. In addition, the successful Firm shall have the following characteristics:

- Have successful experience with modernization, new construction, expansion and renovation projects for California K-12 school districts and community college districts, including successful experience completing such projects on time and within budget.
- Provide adequate staffing and resources to the project(s). Maintain key staff, as introduced in the interview process, through the duration of the project.
- Have an established Quality Assurance/Quality Control program.
- Work collaboratively and cooperatively with the District, the District's authorized representatives, the District's program director and construction manager(s), and the District's construction contractors.

## **III. SCOPE OF SERVICES**

Selected Firms may be required to provide design services for any of the following, but not limited to:

- A. Design Build

- B. New Construction
- C. Modernization and Retrofit
- D. Infrastructure Design
- E. Landscape Design
- F. Initial Project Proposals (IPP) and/or Final Project Proposals (FPP)
- G. Interior Design
- H. LEED
- I. Feasibility Studies
- J. Programming/ Pre-Design
- K. Swing Space Design and Planning

Services rendered by the Firm shall consist of all such services as performed by an architect for the design of a project, specifically including, but not limited to the following:

- Communication with District
- Assistance in the preparation of comprehensive educational specifications
- Site plan, including survey information such as topography and dimensional information
- Facilities Master Planning and Campus Maps
- Provide working drawings and specifications for assigned public works construction projects.
- Assistance with Initial Planning Phase, Schematic Plan Phase, Design Development Phase, and Bid Phase of Project(s)
- Clearly indicate on the plans and in the specifications, the specific contractor license classification required to perform the work in compliance with the State Contractor's License Board.
- Before commencing design, visually verify existing conditions related to the existing facilities and at the proposed site; visually verify the accuracy of any as-built documentation obtained, and utilize this information in the preparation of the design documents
- Process all matters relating to the project through a single point of contact - the Project Manager.
- Consult with authorized employees, agents, and representatives of the District and other agencies having jurisdiction relative to the design and construction of the Project.
- Cooperate with other consultants.
- Provide recommendation to the Project Manager regarding proposed location soil borings and/or excavation.
- Coordinate with energy utilities for possible energy rebates
- Provide design services to complete the proposed concept and provide construction documents including specifications specific to the project.
- The Firm will be required to submit the project to the approving DSA agency and work with the agency in resolving plan issues relating to the approval of the construction documents.
- Assist with the bidding process including responding to questions that may arise from contractors bidding on a project, the development of addendums, and analysis of the bid tabulation.
- Project closeout services including, but not limited to, transition planning, preparation of final punch list and subsequent walk-through to confirm deficiencies have been corrected and DSA closeout.
- At the completion of a project, provide an updated set of as-built drawings to the District & DSA.
- The design of the project shall meet all relevant requirements of the applicable jurisdictions, codes, and regulations, such as those of the DSA, State Fire Marshall, local Fire Departments, Public Works Agencies, State of California Building Codes, Americans with Disabilities Act, and others, as required.
- Additional Services of Architect, if any

The scope of services may change should District elect to utilize Multi-Prime Construction Management, Design-Build or other alternative delivery method.

#### **IV. STATEMENT OF QUALIFICATIONS (SOQ) FORMAT AND CONTENT**

In order to be considered for selection, the Firm shall submit the following information in the specified order.

All materials submitted to the District in response to this RFQ shall remain property of the District.

Provide a bound hard copy and one electronic pdf file (flash drive) of the Statement of Qualifications. In the event of any discrepancy between the hard copies and the electronic file, the hard copy will control.

Statement of Qualifications are limited to 45 pages, excluding covers, index tabs, and required additional forms.

### **Body of Submittal**

The following sections should be included in the order listed:

#### **1. Letter of Introduction**

A letter of introduction, signed by an officer of the firm submitting the SOQ, or signed by another person with authority to act on behalf of and bind the firm. Indicate contact person(s) for the project. Acknowledge all addenda in the letter. The letter shall clearly indicate that the individual signing for the firm has carefully read and understands the requirements of this RFQ, and that the firm commits to comply with all provisions in the RFQ.

#### **2. Firm Information**

Provide general information about your firm, and, if a joint venture, of each participating firm, including description and history of firm, years in business, name(s) of owner(s), home office location, local office location (if different), types of licenses held, number of employees (licensed professionals, technical support), primary business types and market areas. Identify the legal form, ownership and principals of the firm. State whether you are a small business or disabled veteran business enterprise (DVBE).

Identify any limitations in the services for which your firm is proposing or specialized expertise your firm possesses. For example, if your firm is limited to or specializes in certain types of projects, such as landscape architecture, please specify that limitation or specialty.

#### **3. Statement of Approach or Methodology**

##### **3.1 Differentiators / Firm Experience**

- A. Describe the special strengths that your firm can bring to the projects and how these set your firm apart. Provide specific examples of how your firm has managed the current construction climate challenges related to high-cost escalation and low contractor interest.
- B. Describe your most challenging project, and your most rewarding project, and why each was such. Please be specific in your descriptions.
- C. Describe the firm's experience with state and other agencies involved in the planning, design and construction phases for K-12 school projects and community college district projects.
- D. Describe your experience working with design-bid-build, design-build, and lease-leaseback delivery systems. Provide specific examples of projects particularly suited to different methodologies you have used. Discuss communication protocol.

##### **3.2 Design Approach**

- A. How does your firm approach modernization projects versus new construction projects?
- B. (If applicable) Describe your firm's approach to working with architects in a design-build project, both in assisting an owner to review the design and any different approaches used in the construction phase.
- C. Describe your firm's experience with designing technology rich learning spaces and

adapting to the changing needs and priorities of a community college district. How do you integrate flexibility and future technology changes into your design? Further, how does your firm manage the conflict between completing a design/obtaining DSA approval and allowing for possible advances in technology during the 12-18 months until technology actually is being installed?

- D. Describe your firm's experience with Building Information Modeling (BIM). What benefits do you anticipate from the District using BIM, and in what type(s) of projects?
- E. Describe how you use sub-consultants and to what extent work is performed in-house versus by a sub-consultant. Provide information focused on how your firm works with owner-provided consultants, such as interior designers, environmental consultants, landscape designers and others.
- F. Describe how your firm coordinates and interfaces between firm's drawings and those of consulting professionals in order to achieve fully coordinated design and construction documents.
- G. Describe your firm's approach to requests to use District-preferred sub-consultants.
- H. Describe your process to ensure that designs are efficient, cost effective to construct and designed to the established budget.
- I. Describe how you assess the on-going operational costs resulting from the design.
- J. Describe your firm's approach to designing with and without District facility standards in place.
- K. Identify established methods and approaches utilized by your firm to successfully meet completion deadlines, and provide examples demonstrating effective use of stated methods and approaches.
- L. In detail, describe how your firm identifies client needs/desires. Explain how your firm validates that the provided solutions will meet client's needs/desires.
- M. Describe your firm's quality control process in order to minimize errors and omissions.

### **3.3 Sustainability / Energy**

- A. Describe the firm's approach to and experience with energy management/conservation, integrated communications systems, "green buildings," and evaluating technology infrastructure.
- B. Describe how your firm has incorporated the use of energy savings in design and your experience with sustainable design, LEED, and other "green building" approaches in the context of similar facilities. Further, describe your approach to projects that might be designed to a "LEED-equivalent" standard.

### **3.4 Bidding / Negotiation / Value Engineering**

- A. Describe your firm's experience with construction cost estimating and construction cost reduction measures such as, but not limited to, value engineering and constructability reviews.
- B. Describe your firm's approach to designing to budget, including its approach to meeting the District's budget needs where bids received are inconsistent with estimated costs.

### **3.5 Construction Administration**

- A. Describe your project administration practices and procedures. Describe the process to be used to administer the construction phases, *e.g.*, meetings, site visits, requests for information, etc. Include your firm's policy regarding Requests for Information and average response time. Describe any ways, if at all, that your practices and procedures would differ for design-build projects.
- B. Provide specific information on how your firm would manage the distance gap between your office and the District's locations (Coalinga, Lemoore, Firebaugh)
- C. Describe your mode of response to District's requests for project design changes, to a field clarification, and to a change request, including methods for determining the validity and cost responsibility of change orders.
- D. Describe your firm's experience with the DSA Construction Oversight Process and process for obtaining DSA certification.
- E. Describe your responsibilities at construction completion. Include your methods for reviewing and resolving punch list items and confirming that equipment and other elements of the project function properly.
- F. Describe how your firm manages a sophisticated client, who is very involved with all aspects of design and construction.

#### **4. Project Team/Roles and Responsibilities**

Identify the key personnel you would assign to the District's project(s), including their roles. Describe each of his or her experience with architectural and engineering services for school construction projects, including identifying those projects for the past 5 years. Provide resumes and list licenses for each person. Include a commitment to use your best efforts to ensure that the listed personnel will be available for District projects, as long as they remain with your firm.

#### **5. Specific Relevant Experience**

Specific firm and proposed team experience with architectural and engineering services for K-12 public school projects or community college district projects in California in the last 5 years. If you have worked on design-build projects for public entities other than school districts or community college districts during that time, please include those projects as well. Please include the following for each project:

- The form of project delivery – *e.g.*, design-bid-build, design-build, lease-leaseback, other.
- Project scope, including the nature of the project, square footage, cost, completion date and role of firm.
- Project budget and examples of successful value engineering and other steps that maintained the budget without sacrificing quality. Provide total savings from value engineering.
- Whether the project was completed on time and within budget and, if not, why not.
- Project schedule development and maintenance, including specific examples of scheduling challenges and how your firm resolved them.
- Whether any of the projects have been phased during school occupancy while conducting renovation and new construction.
- Number of RFI's and dollar value of Change Orders for each project. On alternative delivery model projects such as design-build or lease-leaseback, provide dollar amounts of contingencies.
- Key individuals involved within the firm and their roles.
- Which sub-consultants worked with the firm.

- Contact person and telephone number at the owner district (or other public entity for design-build).

## **6. References**

Please provide a list of references.

## **7. Conflicts of Interest**

- A. Identify any actual personal conflicts of interest the firm or its owners has with the District. Such conflicts include, without limitation, a conflict between family, business or financial interests of the firm and the District as a result of services to be provided under a contract awarded as a result of this RFQ.
- B. Identify any conflict of interest the firm would have with any construction company, whether prime contractor or subcontractor, known to bid or perform work in Fresno County. In particular, identify any such construction company with which the firm has teamed (as a joint venture or prime contractor/subcontractor relationship) on a contract in the past three years.

## **8. The District's Professional Services Agreement for Architectural Services**

Provide a statement of willingness to sign the standard terms for the District's Professional Services Agreement for Architectural Services, attached to this RFQ as Exhibit A. Any objections or requested changes to the language that the Firm wants the District to consider must be noted in the response to this RFQ.

## **9. Fee Proposal**

- A. The selected firm shall employ at its expense professionals (including employees and sub-consultants as necessary) properly licensed and skilled in the execution of the functions required for the architectural and engineering services of the projects. All sub-consultants are to be included as part of the fee. No sub-consultant additional services will be allowed unless approved by the District. Use Section 9.C and 9.D to list possible sub-consultant additional services.
- B. Provide a fee structure and/or basis for such services for modernization and new construction projects, including your firm's hourly billing rates by position.
- C. Provide clarification on what is included, what is excluded, and the firm's expectations for what the District is to provide and/or for which the District is to be responsible.
- D. Provide a complete list of all items that your firm will consider "add services."

## **10. Litigation / Performance Issues / Insurance**

- A. Is there any pending legal action alleging violation of the law in connection with any projects your firm is involved with? If so, please describe such pending action.
- B. Have there been any settlements or judgments involving such actions within the last seven (7) years? Please describe each such settlement or judgment, including the nature of the action and the amount of recovery.
- C. Has your firm been involved in any claims litigation within the last seven (7) years? If so, please describe.
- D. Has your firm ever been fired/replaced by another architectural firm during the design and completion of a project? If so, explain.

- E. Has your firm or any of the key personnel proposed in the SOQ ever had a professional license, credential or registration suspended or revoked, or other disciplinary action taken against any such professional by an administrative agency with oversight responsibility over the professional, within the last ten years? If so, please describe.
- F. Provide amount of errors and omissions insurance carried by your firm.
- G. Provide amount of liability insurance carried by your firm.

**Required Additional Forms**

The Firm shall complete and include the following forms with their SOQ submission:

- 1. RFQ Signature Form
- 2. Non-Collusion Affidavit
- 3. Hold Harmless Agreement

**V. EVALUATION CRITERIA AND SELECTION PROCESS**

**1. Selection of Finalists**

SOQs will be opened privately to assure confidentiality and avoid disclosure of the contents to competing respondents prior to and during the review, evaluation, and negotiation processes. However, to the extent that the submittals are public records under California law, they may be released to members of the public if specifically requested under the California Public Records Act.

The District reserves the right to request additional information at any time, in writing or otherwise, which, in its sole opinion, is necessary to assure that the firm's competence, number of qualified employees, and business organization are adequate to perform the required architectural and engineering services for the District.

SOQs will be evaluated based on each firm's qualifications, approach and methodology, experiences with similar work, technical capabilities and track record of their use, and overall responsiveness to the RFQ.

From the SOQs submitted, a group of finalists may be selected for interview and further evaluation.

**2. Interviews**

The key proposed project staff will be expected to attend an interview at the sole discretion of the District. The interview, if conducted, will start with an opportunity for the firm to present its proposal and its project team. The interview will be an opportunity for the District to review the proposal, the firm's history and other matters the District deems relevant to selecting the firm. The District may inquire as to the Firm's suggested approaches and the issues identified in this RFQ.

**3. Final Determination and Award**

The District reserves the right to select the Firms which, in the District's sole judgment, best meets the needs of the District.

The successful firms will be selected and a recommendation will be made based on a combination of the SOQ, interview, reference checks, the firm's fee proposal with its SOQ, and on the basis of demonstrated competence and professional qualifications necessary for excellent performance of the services required.

The District reserves the right to award one or more contracts, or no contracts, resulting from this RFQ, to reject any SOQ as non-responsive, and to amend the RFQ and the RFQ process, or to discontinue

the process at any time. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The awarding of a contract is at the sole discretion of the District.

As referenced above, this RFQ is intended to establish a pool of qualified firms for Architectural services. With respect to the pool, the District will select the Firm for award of each Work Authorization based on the Firm's identified experience and expertise, and may, at the District's discretion, seek a final fee proposal or additional information about the Firm's experience before any Work Authorization is awarded. If the Firm has indicated any limitations on types of work that it is qualified to perform or willing to perform in its proposal, then it will not be offered projects outside of that limitation.

#### **4. Evaluation Criteria**

Evaluation criteria will include, without limitation:

- A. Demonstrated successful experience and performance history with similar projects as those listed in Section II Program Description for California K-12 school districts and/or community college districts, including successful experience with DSA, modernization and new construction projects.
- B. Demonstrated successful experience and competence in meeting the qualifications set forth in this RFQ.
- C. Demonstrated successful experience and competence in designing projects that are constructed within established budgets and timelines.
- D. Experience and reputation of proposed personnel and other team members.
- E. Assessment of the firm's approach or methodology.
- F. Skill and creativity in problem-solving.
- G. Results of reference checks.
- H. Understanding of the District's educational goals, objectives and management methods
- I. An evaluation of the firm's proposed fee and structure.
- J. The firm's willingness to execute the District's standard terms for its Professional Services Agreement for Architectural Services.

## **VI. GENERAL INFORMATION**

**1. Addenda.** The District reserves the right to cancel or revise in part or in its entirety this RFQ. The District may issue Addenda clarifying or interpreting or making changes to this Request of Qualifications and/or the RFQ process. The District also reserves the right to extend the date responses are due. It is the bidder's responsibility to assure that they receive any Addenda that are issued.

The District will post all Addenda on the District's Purchasing website:

<https://www.westhillcollege.com/district/departments/business-services/purchasing/>

In addition, Firms who wish to be placed on an e-mail list to be advised of the issuance of Addenda must email Adriana Ochoa at [adrianaochoa@whccd.edu](mailto:adrianaochoa@whccd.edu) to request placement on such an e-mail list.

**2. Inquiries.** Any questions regarding this RFQ or selection process may be directed to Adriana Ochoa at [adrianaochoa@whccd.edu](mailto:adrianaochoa@whccd.edu). Applicants are requested not to contact any District staff or Board members in connection with this selection process. Applicants who violate this request may be disqualified from further consideration.

Replies involving any substantive issues will be issued by addenda and will be uploaded into the District's website. It is the responsibility of the responder to verify the District's website for updated information prior to the due date. Questions received after the deadline noted in the RFQ will not be answered. Only questions answered by formal written addenda will be binding.

**3. Changes or Withdrawal of Applications.** Firms may withdraw their SOQ, either personally or by written request, at any time prior to the Due Date and Time. Any request to withdraw an SOQ is effective only if received by Adriana Ochoa at [adrianaochoa@whccd.edu](mailto:adrianaochoa@whccd.edu) on or before the Due Date and Time. In no case may an SOQ be withdrawn after the Due Date and Time.

Changes to an SOQ will not be allowed after the Due Date and Time.

**4. Pre-Qualified List.** The District intends to maintain a list of Firms who are qualified to provide Architectural Services for the District. All firms who submit a completed SOQ and who meet basic qualifications in regard to experience, history, financial stability, legalities, and insured status will be placed on the list. Additional information about each Firm will also be assembled from the Application responses.

As projects are identified, the District can consult list/pool and select firms who have experience or capabilities appropriate to the project at hand and initiate a final process to select a firm to provide the desired architectural services.

**5. Renewing the Prequalified List.** The District intends to issue a Request for Qualifications for Architectural Services every three years. At that time, additional firms may be added to the list/pool. Firms already on the list may wish to update their information. Firms whose 5 year term is nearing the end may re-apply.

With these provisions, the intent is to keep the list current and flexible.

**6. Non-Discrimination.** The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.

**7. Drug-Free Policy.** The selected firm(s) shall be required to complete a Drug-Free workplace certificate.

**8. Costs.** Costs of preparing a SOQ in response to this RFQ are solely the responsibility of the respondent.

**9. Limitations.** This RFQ does not commit the District to award a contract, to defray any costs incurred in the preparation of an SOQ pursuant to this RFQ/P, or to procure or contract for work.

**10. Insurance.** The selected firm(s) shall, at all times during the term of the Agreement, carry, maintain and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance in accordance with District Policy, with minimum limits of \$2,000,000 each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by the Firm.

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
RFQ NO. 2022-23-011**

**RFQ SIGNATURE FORM**

In compliance with this Request for Qualifications, the undersigned officer acknowledges that I have read and understand all the conditions imposed herein and agree to furnish the services in accordance with the attached RFQ or as mutually agreed upon by subsequent negotiation.

Company Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name of Authorized Signer \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone Number Fax Number \_\_\_\_\_

Number of Addenda received, acknowledged and incorporated into this RFQ: \_\_\_\_\_

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
RFQ NO. 22-23-011**

**NON-COLLUSION AFFIDAVIT**

STATE OF CALIFORNIA

County of \_\_\_\_\_, being first duly sworn, deposes and says that he/she is \_\_\_\_\_  
(Title)

of \_\_\_\_\_,  
(Name of Bidder/Company)

the party making the foregoing submittal; that the submittal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the submittal is genuine and not collusive or sham; that the firm has not directly or indirectly colluded, conspired, connived, or agreed with any firm or anyone else to put in a sham submittal, or that anyone shall refrain from submitting; that the firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the submittal of the firm or any other firm, or to fix any overhead, profit, or cost element of the submittal, or of that of any other firm, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the submittal are true; and, further, that the firm has not, directly or indirectly, submitted his or her submittal, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham submittal

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

SUBSCRIBED BEFORE ME on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
RFQ NO. 22-23-011**

**HOLD HARMLESS AGREEMENT**

The Vendor agrees to and does hereby indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, or any nature whatsoever, which may be incurred by reason of:

Liability for damages for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Vendor or any person, firm or corporation employed by the Vendor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence, willful misconduct, or active negligence of the DISTRICT, its officers, employees, agents or independent vendors who are directly employed by the DISTRICT; and

Any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the Vendor, or any person, firm, or corporation employed by the Vendor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the DISTRICT, arising out of, or in any way connected with the work covered by this agreement, whether said injury or damage occurs either on or off school DISTRICT property, if the liability arose from the negligence or willful misconduct of anyone employed by the Vendor, either directly or by independent contract.

The Vendor, at his own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

SUBMITTED BY:

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_ NAME \_\_\_\_\_

TITLE \_\_\_\_\_ TITLE \_\_\_\_\_

DATE \_\_\_\_\_ DATE \_\_\_\_\_

*In accordance with the Corporations Code of California, any contract entered into by any corporation with West Hills Community College DISTRICT shall be signed by two officers of the corporation: the president/CEO or any vice president AND the secretary or the treasurer/CFO or any assistant treasurer. If bidder is a corporation, and signer is not an officer, attach certified copy of by-laws or resolution authorizing execution. If bidder is a corporation, affix corporate seal. If signer is an agent, attach power of attorney. If bidder is not an individual, list names of other persons authorized to bind the organization.*