



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 .

Submit            West Hills Community College District

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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

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WEST HILLS COMMUNITY COLLEGE DISTRICT



- 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.
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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,

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?





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

Please provide a list of references.

- A. Identify any actual personal conflicts of interest the firm or its owners has with the District. Such



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.

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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.

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 \_\_\_\_\_the Due Date and Time.

Changes to an SOQ will \_\_\_ be allowed after the Due Date and Time.

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.

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.

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.

REQUEST FOR QUALIFICATIONS  
ARCHITECTURAL SERVICES  
RFQ NO. 2022-

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

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA

County of \_\_\_\_\_, b- 5

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**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: