

**REQUEST FOR QUALIFICATIONS (“RFQ”)  
FOR ON-GOING ARCHITECTURAL SERVICES**

**ISSUED BY:**

**SEQUOIAS COMMUNITY COLLEGE DISTRICT**

<b>Key RFQ Dates</b>	
Issued	May 15, 2019
Deadline for Questions	May 31, 2019 at 2:00pm
Submittal Due Date	June 5, 2019 at 2:00pm
Interviews (if needed)	June 10-14, 2019

RFQ# 2019-100

College of the Sequoias  
Purchasing Department  
915 S. Mooney Blvd.  
Visalia, CA 93277  
(559) 730-3765

**REQUEST FOR QUALIFICATIONS (“RFQ”)  
FOR ON-GOING ARCHITECTURAL SERVICES**

Sequoias Community College District (“District”) requests that architectural firms (“Respondents”) submit written responses to this RFQ for on-going architectural services (“Services”).

1. Introduction

1.1. General Information

1.1.1. Purpose of RFQ. This RFQ is a part of the process for the District’s selection and retention of a “pool” of qualified architectural services firms to provide design and related services for construction projects assigned by the District. Timely submitted RFQ responses will be evaluated by the District’s Selection Committee to ascertain the Respondents’ respective qualifications based on the criteria established in this RFQ. Respondents deemed qualified may be requested to participate in an interview with the Selection Committee as part of the process for selection and retention of architectural firms for future projects assigned by the District. Upon completion of the evaluation process, the Selection Committee will recommend a prioritized list of architectural firms to be considered for approval by the District’s Board of Trustees.

1.2. Location. Submitting firms must have an office in the Central Valley, located between Fresno and Bakersfield, as the District’s focus will be on firms familiar with our community and builders in the Central Valley area.

1.3. Working Conditions. Each consultant shall be capable of working indoors and outdoors, as required, in all weather and site conditions including, but not limited to, rain, dirt, mud, and ice. The Consultant’s activities may require, but are not limited to: kneeling, bending, climbing ladders, stepping over trenches, etc.

1.4. Compliance with Applicable Laws. Respondent’s RFQ response must set forth a clear understanding of all applicable laws, guidelines, and requirements, including the Education Code, Uniform Building Code, California Building Code, Division of the State Architect (DSA), local ordinances and/or other guidelines applicable to the Services to be undertaken.

1.5. Non-Conflict of Interest. Submission of an RFQ response confirms that Respondent shall perform Services as an independent contractor and not as an officer, agent or employee of the District.

1.6. Obtaining RFQ. This RFQ may be obtained from the District by contacting the Purchasing & Business Support Manager whose contact information is noted herein.

1.7. District RFQ Contacts. Questions or other communications relating to this RFQ shall be directed to the District in writing or via email at the address indicated below:

Sequoias Community College District  
Attention: Ashley Collins, Purchasing & Business Support Manager  
915 S. Mooney Blvd.  
Visalia, California 93277  
[ashleyco@cos.edu](mailto:ashleyco@cos.edu)  
(559) 730-3765

- 1.8. District Modifications to RFQ. The District expressly reserves the right to modify any portion of this RFQ prior to the latest date/time for submission of RFQ responses, including without limitation, the cancellation of this RFQ. Modifications, if any, made by the District to the RFQ will be made in writing and an addendum will be clearly posted on the District's website (<https://www.cos.edu/en-us/Facilities/Pages/Planning-%26-Construction.aspx>). Interested Respondents who have obtained a hard copy of the RFQ documents from the District through the Purchasing & Business Support Manager (above) will be emailed a copy of each addendum issued.
- 1.9. No Oral Clarifications/Modifications. The District will not provide any oral clarifications or modifications to the RFQ or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFQ. No Respondent shall rely on any oral clarification or modification to the RFQ.
- 1.10. Public Records. Except for materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked "Confidential" or "Proprietary," all materials submitted in response to this RFQ are deemed property of the District and public records upon submission to the District. Financial statements are not subject to disclosure under the Public Records Act. The foregoing notwithstanding, the District may reject for non-responsiveness the RFQ response of a Respondent who indiscriminately notes that its RFQ response or portions thereof are "Trade Secret", "Confidential", or "Proprietary" and exempt from disclosure as a public record. The District is not liable or responsible for the disclosure of RFQ responses, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is by law, an order of Court, or occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding, wherein request is made for the disclosures of the contents of any portion of a RFQ response deemed exempt from disclosure, hereunder, by submitting a response to this RFQ, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability including, without limitation, attorneys' fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.
- 1.11. Errors/Discrepancies/Clarifications to RFQ. If a Respondent encounters errors or discrepancies in this RFQ or portions hereof, the Respondent shall immediately notify the District of such error or discrepancy. Any Respondent seeking clarification of any portion of this RFQ shall submit the requested clarification in writing to the District. If in the sole judgment of the District any clarification response affects the RFQ or other Respondents, the District will issue a response by written addendum distributed to all potential Respondents who have theretofore obtained this RFQ from the District. **All requests for clarification of this RFQ must be received by the District no later than 2:00 PM on Friday, May 31, 2019.** The District will not respond to clarification requests submitted thereafter. All communications to the District shall be as set forth in Section 1.7 above.

The District reserves the right at its sole discretion to: (i) waive or correct any defect or informality in any response, (ii) withdraw this RFQ, (iii) reissue this RFQ, (iv) send out additional RFQs, (v) reject any and/or all RFQs, (vi) prior to submission deadline for accepting responses, Services to be provided under the RFQ, or the requirements for content or format of the RFQs, (vii) waive irregularities, (viii) procure any services specified in this RFQ by any other means, (ix) determine that no projects will be pursued and/or (x) terminate or change the contracting process

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articulated in this RFQ because of unforeseen circumstances. Acceptance by the District of any responses submitted pursuant to this RFQ shall not constitute any implied intent to enter into an agreement for services. The District reserves the right to negotiate the terms and conditions of any agreement for services that may hereafter be let by the District.

- 1.12. RFQ Response Costs. All costs and expenses incurred by a Respondent to prepare and submit a response to this RFQ shall be borne solely and exclusively by the Respondent.
- 1.13. Signatures. Submittal must be signed by a representative of the organization with authorization to bind the organization by contract.

## 2. The District and the Projects.

2.1. The District. Sequoias Community College District features three full-service campuses in Tulare and Kings Counties. The main campus is located in Visalia with two supporting campuses in Hanford and Tulare. Serving our students in a geographical area where only 21% of residents have a higher education degree, where unemployment is over 11% and where over 70% of our District's students are on Pell and/or California Promise grants, it is imperative that we provide our students with the supporting facilities they need to further their education and employment. Student support services are more important than ever to the success of our students and to accomplish the state-wide Vision for Success. As such, the primary (Active) project for this RFQ is the District's new "Basic Skills Center" (identified below). To learn more, please visit the District's website at <http://www.cos.edu>.

With increased enrollment, the District has experienced a significant need to modernize, repair and replace its instructional and support buildings. It is the desire of the District to select an architectural firm(s) that can meet the design, budget and schedule requirements set forth by the District and provide comprehensive, cost-effective architectural services of the highest quality for various types of projects.

2.2. Assigned Projects. The architectural firm(s) selected through this RFQ will be part of a "pool" of firms from which the District will enter into individual project contracts for specific projects from time-to-time. Architectural firms selected for the "pool" through this RFQ will be requested to submit informal proposals for specific projects developed by the District. The architectural firm selected for each assigned project will be selected at the sole discretion of the District.

2.2.1. Active Project: "Basic Skills Center." This project will be constructed at the current location of the Buckeye and General Grant buildings on southeast corner of the COS Visalia campus.

Active Project Description: A new academic and tutorial support building will be constructed in the current location of two existing classroom/office buildings. Adjacent to Mooney Boulevard, this is also the most visible corner of campus to the local community. The existing buildings, built in 1940 and 1963, and surrounding site work are well beyond their life cycle and do not currently contribute to a safe and accessible educational environment (i.e. damaged concrete walkways, accessibility issues, hazardous building materials, etc.). Both existing buildings will be abated and demolished as part of this project.

The new 21,145 gross square foot "Basic Skills Center" building shall be designed to host the Language Lab, Writing Center, Math Lab, Learning Skills Lab, Student Success Programs, Access & Ability Programs and related programs under one roof. The project program entails 9,148 square feet of various lab space, 660 square feet of office-related space and more than 5,000 square feet of support space. The scope includes necessary

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site work improvements and supporting utility infrastructure for the building. The project is 100% funded through the California Community Colleges Chancellor's Office with the first phase of funding anticipated to be received by the District in fall 2019.

2.2.2. Summary of Specific Services Desired. The District's standard project Owner/Architect Agreement shall entail basic services including, but not limited to, the following:

- 2.2.2.1. Schematic design, design development and construction document services
- 2.2.2.2. Fabrication and publication of coordinating project manual/specifications
- 2.2.2.3. Agency approval services, including, but not limited to, DSA and local jurisdictions
- 2.2.2.4. Bidding and construction administration services
- 2.2.2.5. Project closeout requirements with all consultants, contractors, etc.

2.2.3. Detail of Design Services desired and related work for the construction Projects.

- 2.2.3.1. Review available documentation, verify existing conditions and prepare plans for demolition of existing building.
- 2.2.3.2. Review available documentation, verify existing conditions and utilize site plans for preparation of the design documents.
- 2.2.3.3. Prepare design documents as required by the Division of the State Architect, California Community Colleges Chancellor's Office, and in accordance with the District's architectural services agreement and program specifications provided by the District.
- 2.2.3.4. Assist the District in obtaining plan approval from the Division of the State Architect.
- 2.2.3.5. Prepare schematic design, design development, construction documents and project specifications for submittal to the District and other state and local agencies requiring submittal for project approval.
- 2.2.3.6. Prepare all necessary bidding information and forms required by the District and assist the District throughout the entire bid process.
- 2.2.3.7. Provide construction administration services during the life of the construction project including the preparation, review and recommendation of all construction related documents.
- 2.2.3.8. Prepare project schedule, budget and design documents that fulfill District design standards and/or guidelines.
- 2.2.3.9. Provide District with updated AutoCAD files of all project drawings upon request.
- 2.2.3.10. Provide all work product items in digital format and transmit hard and digital copies to client throughout the project as determined by the District.
- 2.2.3.11. Track, process, and submit all required close-out documentation as required by DSA and/or any other regulatory agency.
- 2.2.3.12. Have the capability of using both Building Information Modeling (BIM) and AutoCAD (computer-aided design) software to develop record drawings for each District facility, if needed and upon the request of the District
- 2.2.3.13. Development of written District and/or design standards and specifications. Assist in compiling information, facilitating discussions, providing advisement and direction on appropriate District standards for equipment, materials, design and other for various staff and user needs (i.e. Maintenance, Facilities, Technology).

### 3. RFQ Response

3.1. RFQ Activities/Timeline. The following is a description of the principal activities included in this RFQ and the timeline for completion of each activity. The following notwithstanding, the District expressly reserves the right to amend the extent, nature or scope of RFQ activities and/or the timeline for commencing/completing RFQ activities. **The District will receive RFQ responses up to, but no later than, 2:00pm (on the clock designated by the District), on Wednesday, June 5, 2019.**

Activity	Completion Date
RFQ Issued	May 15, 2019
Deadline for questions	May 31, 2019 at 2:00pm
RFQ response due date	June 5, 2019 at 2:00pm
Interviews (if needed)	June 10-14, 2019
Board action to approve “pool” of architectural firms	July 8, 2019
<i>NOTE: All dates are preliminary and subject to revision by the District.</i>	

3.2. Submission of RFQ Responses.

3.2.1. Due Date/Time for RFQ Response. The latest date/time for submission of RFQ responses is set forth in Section 4.1 above. RFQ Responses which are not actually received by the office of the District’s Purchasing & Business Support Manager at or prior to the latest date/time for submission of RFQ Responses may be rejected by the District for non-responsiveness. Respondents are solely responsible for the timely submission of RFQ Responses. Respondents are advised that the District utilizes a centralized mailroom for the receipt of items transmitted by United States Mail and private courier services, including FedEx, California Overnight, DHL, etc. Items received in the centralized mailroom will be distributed to the intended recipients only as part of the mailroom’s daily delivery routine. A response to this RFQ which is received in the District’s central mailroom will not be deemed received by the office of the District’s Purchasing & Business Support Manager until delivery of such item is effectuated to the office of the Purchasing & Business Support Manager. Accordingly, Respondents are encouraged to personally delivery RFQ responses directly to the office of the District’s Purchasing & Business Support Manager or to retain a private service to personally deliver such RFQ responses to that office. In-person deliveries can be made to:

College of the Sequoias – Visalia Campus  
 Sequoia Building – Room 2  
 Attn: Ashley Collins, Purchasing & Business Support Manager  
 915 S. Mooney Blvd.  
 Visalia, California 93277  
[ashleyco@cos.edu](mailto:ashleyco@cos.edu)  
 (559) 730-3765

3.2.2. Location for Submission of RFQ Response. RFQ Responses shall be enclosed and sealed in an envelope or container bearing the title of the project “**On-going Architectural Services**”, the project’s number “**RFQ 2019-100**”, and the company name of the architectural firm providing the response. Upon submission, all responses become the property of the Sequoias Community College District.

**EMAILED OR FAXED RFQ RESPONSES WILL NOT BE ACCEPTED.** It is the responsibility of Respondents to verify that their RFQ responses have been received by the District prior to the opening date and time indicated herein. Verification of receipt can be made by emailing [ashleyco@cos.edu](mailto:ashleyco@cos.edu).

3.3. RFQ Response Contents/Format.

3.3.1. RFQ Response. All materials submitted in response to this RFQ shall be legible and easily readable by the Selection Committee. Information shall be organized in a manner that best communicates the specific content requirements described in Section 4.4 below.

3.3.2. Additional Materials. Respondents are discouraged, but not prohibited, from submitting materials in addition to those specifically responding to the matters noted in Section 4.4 below. If a Respondent elects to submit additional materials outside of the requested content noted below, the Respondent shall clearly separate such materials from the official RFQ response documents and appropriately communicate the purpose/intent of the additional information within the RFQ response documents.

3.3.3. Copies of RFQ Response. Each Respondent shall submit **three (3) hard copies** of their respective RFQ response.

3.4. RFQ Response Format/Content. Each RFQ response shall include, but not be limited to, the information outlined in the sections below. The content below shall be organized and clearly communicated to the Selection Committee throughout the RFQ response documents.

3.4.1. Cover Sheet. A cover sheet shall include reference to this specific RFQ (On-going Architectural Services RFQ 2019-100) and include the primary company contact information of the Respondent (i.e. firm name, mailing address, telephone number(s) and email address(es) of the firm's principal contact(s) in connection with this RFQ response.

3.4.2. Letter of Interest. Respondent shall include a brief letter expressing their interest in providing on-going architectural services and a brief statement of the qualifications to provide such services specific to the Basic Skills Center project and general ongoing architectural services for the District. Provide a brief history of the company's organization including, but not limited to, the following information:

- Number of years in business
- Senior member(s) and length of association
- Whether the organization has gone by a different name while under substantially the same management
- Physical location of office where project team members will be located for design and management of the project(s)
- List of basic services provided by firm
- List of additional services provided by firm
- Explanation of any litigation related to school construction projects in which the organization has been involved with during the last five (5) years, as well as discussion of how the litigation was resolved.

3.4.3. Relevant Project Experience. Provide additional details for past construction projects identified in the Architect's Statement of Qualifications, which reflect the skills, experience and other qualifications of the Respondent and its proposed design consultants. Include the experience of the Respondent and its proposed design consultants for the following: (i) conformity to schedule and budget requirements; (ii) California community college projects; (iii) projects subject to the Division of the State Architect ("DSA") review and approval process; (iv) change order history, including the firm's approach to problems and change orders.

3.4.4. Proposed Project Team. Identify key members of the Respondent's staff that will be assigned to the design, bidding or construction phases of the projects.

3.4.4.1. For each member of the Respondents' organization, provide brief descriptions of the relevant qualifications and professional/educational background.

3.4.4.2. If possible, include an organization chart illustrating the relationships: (i) among the Respondent's proposed Project Team; and (ii) between the proposed Project Team and the District.

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3.4.4.3. Identify proposed Design Consultants for the following design disciplines: structural, mechanical, electrical, civil, plumbing, landscape, telecommunications/ data. Indicate whether these services are housed within the Respondent's firm or hired as an "outside" Design Consultant. For "outside" Design Consultants, provide the company name, area of expertise, location (city) and any additional information deemed necessary.

3.4.5. Project Approach. Provide a description of the proposed Project Team's approach and methodology to facilitating general construction projects, from initial design phase through project closeout. Discuss roles, responsibilities and expectations of all parties involved. Include specific examples of communication strategies used by the Respondent to maintain a consistent understanding and awareness of activities throughout the process. Provide a detailed description and discussion of the specific measures utilized to maintain quality assurance and quality control of design documents to minimize errors or omissions and successfully complete each project within the District's schedule and budget. Identify key elements that contribute to the overall success of a project.

3.4.6. References. Provide two (2) references from California Community College Districts that Respondent's firm has completed similar types of projects, primarily with projects funded by the California Community Colleges Chancellor's Office (CCCCO), within the past five (5) years. Please inform references that they may be asked to provide a reference by phone or email. Provide the following reference information in format below:

- District/Organization
- Contact name, telephone number, and e-mail address
- Project names, descriptions and services provided
- Total project costs (itemize soft costs from construction costs)
- Change order information (number of change orders and associated costs)
- Significant issues and how issues were resolved
- Construction delivery methods used

3.4.7. Billing Rates/Fees. Provide a detailed listing of the current hourly billing rates for the Respondent firm's personnel.

3.4.7.1. Describe the various fee structures utilized by the Respondent (fixed, percentage, sliding scale, etc.). Explain when each fee structure is used and why. For percentage-based fees, please provide current fee rates for each project type (i.e. modernization, new construction).

3.4.7.2. The California Community Colleges Chancellor's Office has established set fees for architectural services on state-funded construction projects: eight (8) percent of the total construction cost for new construction and ten (10) percent for remodeled spaces. This fee is broken down into three component parts:

- Thirty-five (35) percent of the fee is for preliminary design
- Forty-five (45) percent of the fee is for working drawings
- Twenty (20) percent is for construction administration

If a Respondent is awarded a contract by the District for a state-funded construction project, any costs/fees identified within the Owner/Respondent contract must comply with all requirements of the California Community Colleges Chancellor's Office and may not be altered in any manner. Respondent shall be responsible for assisting the District with all procedural actions required to fulfill billing reporting requirements with the California Community Colleges Chancellor's Office.

3.4.8. Insurance Certificates. If awarded the contract for an Assigned Project, Respondent must



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provide the District with copies of Certificates of Insurance identifying the District and any Design Consultants as "additionally insured." Required Certificates of Insurance and minimum coverage amounts for each policy of insurance are as set forth as follows:

The minimum coverage limits for the Respondent's Comprehensive General Liability insurance policy shall be One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.

For Assigned Projects with a construction budget of Five Million Dollars (\$5,000,000) or less, the District will accept Professional Liability insurance of the Respondent with minimum coverage limits of One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$2,000,000) in the aggregate.

The foregoing notwithstanding, the District expressly reserves the right to require higher minimum coverage limits if required for a specific Assigned Project. If a Respondent is awarded a contract and the District determines that an Assigned Project under the contract will require minimum coverage limits exceeding those noted above, the Respondent's inability to obtain the required minimum coverage limits will remove them from consideration for such Assigned Project and any contract will be nullified.

#### 4. RFQ Evaluations.

4.1. General. Timely submitted RFQ responses will be independently reviewed by each member of the Selection Committee. Any RFQ response that is incomplete or does not comply with the requirements of this RFQ will be subject to rejection for non-responsiveness. The District reserves the right to accept and/or review all submissions despite their level of responsiveness, as well as the right to reject any and/or all submissions.

4.2. District Policy. It is the policy of the District that the selection of firms (to provide professional services in connection with construction projects of the District) be based on the demonstrated competence and qualifications to complete the required professional services at a fair and reasonable price to the District.

4.3. Evaluation Criteria. Each RFQ response will be evaluated based on, but not limited to, the following criteria:

- Overall qualifications
- Work experience with similar school or community college projects
- Qualifications of architectural firm's personnel
- Relevancy and quality of past experiences
- Fee competitiveness
- Understanding of the District's educational goals, objectives and management methods

4.4. Evaluation Process and Recommendation to Award. Upon thorough review of all RFQ responses and, if necessary, completion of Respondent interviews, the Selection Committee will make a recommendation to the District's Board of Trustees to award a "pool" for on-going architectural services consisting of no more than five (5) architectural firms (Respondents). All firms selected as part of the District's "pool" will be considered for providing architectural services for construction/renovation projects for approximately the next five years. Notwithstanding any recommendations of the Selection Committee, action to award the "pool" for on-going architectural services will be vested solely in the District's Board of Trustees.

[END OF RFQ DOCUMENTS]