





## **NOTICE TO RESPONDENTS**

NOTICE IS HEREBY GIVEN that Imperial Valley Community College District, acting by and through its Governing Board, hereinafter referred to as the DISTRICT, will receive up to, but not later than **2:00 p.m. on May 3, 2019**, sealed proposals for the award of the following contract:

### **IMPERIAL VALLEY COMMUNITY COLLEGE DISTRICT**

#### **Request for Qualifications**

#### **Architectural/Engineering Firms**

Such proposals shall be received at the location specified below:

Alonso Casas, Project Manager  
Building 10, Room #16  
Imperial Community College District  
380 E. Aten Road  
Imperial, CA 92251

Each proposal must conform and be responsive to this Notice and all other documents comprising the pertinent Request for Qualifications Documents. Copies of the Request for Qualifications Documents are now available at the District's website at <https://www.imperial.edu/about/request-for-proposals/>, or may be obtained at the college Administrative Services Office in Building 10, Room #16.





#### **4. PROPOSAL CONTENTS**

##### **a. Cover Letter (Limit 1 page)**

A cover letter is to be signed by an authorized officer of the firm.

##### **b. Table of Contents (Limit 1 page)**

##### **c. Identification of the Respondent (Limit 1 page)**

1. Legal name and address of the company.
2. Legal form of the company (individual, corporation, partnership, joint venture, etc.)
3. If the company is a subsidiary of a “parent company” identify the “parent company”.
4. If the company is a “Joint Venture” identifies all firms in association.
5. Name, title, address, phone number, facsimile number, and e-mail address of the person(s) to contact regarding the RFQ.
6. California Business License Number.
7. Tax Identification Number.
8. Place of business where work will be prepared.
9. The number of years the firm has been in business.

##### **d. Staffing Resources and Key Personnel (Limit 5 pages including resumes)**

1. Provide total number of professional staff employed by the firm(s).
2. Provide total number of support staff employed by the firm(s).
3. Provide number of staff located in San Diego and Imperial Counties.
4. Identify key personnel who would be assigned specific responsibility for working with the District and Project Team.
5. Provide resumes of key personnel that may be working directly with the District and Project Team.
6. Provide a summary of the reasons why the key personnel are qualifieduea summary of the reasons wh009







**h. Litigation (Limit 1 page)**

The Respondent shall provide the litigation history for any claims filed by your firm or against your firm related to Architectural services, including all project delivery methods, projects in the last five (5) years.

**i. Other Information**

Please identify in detail any of the following (if applicable):

1. If the firm has failed to enter into any contract or professional services agreement, once selected;
2. If the firm has been terminated or failed to complete any contract;
3. If the firm has suffered debarment by any municipal, county, state, federal or local agency;
4. If the firm or any of its principals have been convicted of violating any federal or state law related to professional services performance;
5. If the firm or any of its principals have falsified information or submitted deceptive or fraudulent statements in connection with a contract;

**j. Attachments (Exhibit A-E, Limit 5 pages)**

**5. SUBMITTAL REQUIREMENTS**

a. Questions: All questions, interpretation or clarifications, either administrative or technical must be requested in writing via email and directed to:

**Name: Alonso Casas**

**Position: Project Manager**

Imperial Community College District

**Email: [alonso.casas@imperial.edu](mailto:alonso.casas@imperial.edu)**

b. General

It is recommended that the Respondent submit the statement of qualifications in a format to allow the District to fully evaluate and compare the qualifications. All requirements and questions in the











## 8. SCHEDULE

The District anticipates the following time line for the process of selecting Architects:

	<b><u>2019</u></b>
Release of Request for Qualifications	April 11
Last Day to Submit Questions for Clarification to <a href="mailto:alonso.casas@imperial.edu">alonso.casas@imperial.edu</a>	April 25
Clarifications issued on District's Website o (Must be issued by 4:30 p.m.)	April 29
Deadline for Receipt of RFQ o (Must be submitted by 2:00 p.m.)	May 3
Notice of Selected Firms	May 10

**\*\*Response to Questions will be aggregated and posted on the District's website at <https://www.imperial.edu/about/request-for-proposals/> \*\***



**PROPOSED ARCHITECT FEE SCHEDULE**

<b>CONTRACT AMOUNT</b>	<b>NEW CONSTRUCTION PERCENTAGE RATE</b>	<b>MODERNIZATION PERCENTAGE RATE</b>
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