

**NOTICE REGARDING REQUESTS FOR PROPOSALS**  
**FOR ON-GOING ARCHITECTURAL SERVICES – RFP #20-1617**

West Valley Mission Community College District, acting by and through its Board of Trustees, hereinafter “the District” will accept, sealed RFP Responses in response to the District’s RFP #20-1617 for On-Going Architectural Services from qualified architectural services firms who will provide architectural and related services for projects planned by the District at its West Valley College and Mission College campuses.

1. **Latest Date/Time for Submission of RFP Responses. Friday December 2, 2016 P.M. PDT.**
2. **Location for Submission of RFP Responses.** Office of the Executive Director, General Services, West Valley College, 14000 Fruitvale Avenue, Saratoga, California 95070-5678.
3. **Location for Obtaining Requests for Proposals.** May be obtained at: [www.wvm.edu/bids](http://www.wvm.edu/bids)
4. **Mandatory Information Session.** Any firm submitting an RFP Response must first attend a mandatory information session held by the District for this RFP. The mandatory information session will be held on **Thursday, November 10, 2016 at 11:00 AM. at Mission College, Telecommunications Building and Room TAV 130.** Any firm arriving more than ten (10) minutes late for the mandatory information session to be held on **Thursday, November 10, 2016 at 11:00 AM** will be denied entry to the meeting and will not be eligible to submit a proposal.
5. **Latest Date/Time for Submission of Requests for Clarification.** All requests for clarification must be submitted via email to Brigit Espinosa at the following email address: [brigit.espinosa@wvm.edu](mailto:brigit.espinosa@wvm.edu) and received no later than **Wednesday November 16, 2016 2:00 P.M. PDT.**
6. **Description of Services to be Provided:** Ongoing architectural and engineering services for active Measure C and Capital Outlay projects as well as future potential Bond and Capital Outlay projects. Services that may be required are including, but not limited to, the following: (i) preparing plans, specifications and estimates, (ii) performing constructability reviews, (iii) preparing construction contract documents, (iv) providing technical interpretation of the drawings, specifications, and contract documents to evaluate requested changes from the approved design or specifications; (v) reviewing submittals; (vi) reviewing substitution requests; (vii) responding to requests for information (RFIs); (viii) assisting in preparing change orders; (ix) providing input regarding claim issues, (x) milestone site visits to assist in the evaluation and resolution of job-site technical issues; (xi) participating in punch list evaluation, preparation and review, (xii) attending meetings with District staff, consultants and contractors, (xiii) providing assistance to the District and District consultants; and (xiv) preparing record (as-built) drawings from information supplied by and for the approval of District; working in the District provided EADOC construction software package for managing the project along with the Construction Management team.
7. **District Forms.** All proposals must be submitted using forms furnished by the District. Proposals must conform with, and be responsive to, the Request for Proposal Documents. Proposals submitted after the date and time set forth above will be rejected for non-responsiveness.
8. **District Rights.** The District reserves the right to reject all Proposals or to waive minor irregularities or informalities in any Proposal submitted.
9. **Award of Contract.** The Contract for the Work, if awarded, will be by action of the District’s Board of Trustees to the most qualified architectural services firm agreeing to a satisfactory contract that the District determines to be fair and reasonable.

**WEST VALLEY-MISSION  
COMMUNITY COLLEGE DISTRICT**

Publication Dates:  
Thursday November 3, 2016  
Monday November 7, 2016