REQUEST FOR QUALIFICATIONS (RFQ)
Selection of Architect to Provide Consulting Architectural Services for the

Clovis Veterans Memorial District
808 4th Street
Clovis, CA 93612

BACKGROUND
Clovis Veterans Memorial District was formed on June 11, 1946, to recognize and serve the veterans of the Clovis area. The District boundaries are roughly equivalent to those of the Clovis Unified School District.

The Clovis Veterans Memorial District (“District”) has prepared this Request for Qualifications (RFQ) to seek information so that a qualified firm (“Architect”) may be evaluated, interviewed and selected to provide Consulting Architectural services.

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<td>Release RFQ Document</td>
<td>09/01/2017</td>
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<td>Deadline for Receiving Questions</td>
<td>09/22/2017</td>
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<td>Deadline for Receiving Qualifications</td>
<td>09/29/2017 12PM</td>
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<td>Interviews with Shortlisted Firms</td>
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I. GENERAL INFORMATION

A. SUBMITTAL OF STATEMENT OF QUALIFICATIONS
Submittal should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for errors or omissions on the part of the firm in the preparation of the submittal. The District reserves the right to reject any and all submittals, or to waive any irregularities or information in the submittal.

B. SIGNATURES
Submittal must be signed by a representative of the organization with authority to bind the organization by contract.

C. DISQUALIFIED STATEMENTS
Any submittal received by the Clovis Veterans Memorial District after the deadline above shall be refused and returned.

D. WITHDRAWAL OF SUBMITTAL
Organizations may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittal.

E. COPIES OF SUBMITTAL
Each organization making a submittal must include an original and two (2) copies and one electronic copy on USB/Flash Drive in PDF format.

F. CONTACT
Organizations interested in making a submittal are directed not to make personal contact with members of the District Board of Directors. Any contact will constitute grounds for disqualification of consideration. Questions regarding the RFQ should be directed to:

Lorenzo Rios, CEO
808 Fourth Street, Clovis, CA 93612
(559) 299-0471
Lorenzo@cvmdistrict.org

G. RIGHTS OF THE DISTRICT
This RFQ does not commit the Clovis Veterans Memorial District to award a contract or pay any costs incurred in the preparation of a response to this request. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFQ. The District further reserves the right to select the professional consultant that it considers to be in the best interest of the District.

H. FEES
The District will negotiate contract fees for the services to be provided from the best qualified organizations.

II. SCOPE OF WORK

It is the intent of the Clovis Veterans Memorial District to select a qualified Architectural firm to provide on call consulting services as the District Architect, for a period of five (5) years from execution of professional services contract. Scope of work may include, but is not limited to: District facilities condition assessments, master planning, budgeting and cost estimates/projections, architectural design services, interior design services, and analysis of the impact of City of Clovis and Fresno County planning and construction projects on the District.

III. SUBMITTAL

Submittals must be limited to thirty (30) pages in total length. Cover letter, full page photos, and team member resumes do count against the 30-page limit. Divider Tabs do not count against the page limit.

A. COVER LETTER
To be signed by the firm’s principal contact.

B. DESCRIPTION OF FIRM
Provide a description of the firm. Include name of firm, address, telephone number, fax number, email, type of firm (i.e., corporation), California Registration Number and name of principal contact. Provide a brief history of the organization.

C. EXPERIENCE RELATIVE TO DISTRICT NEEDS
Discuss the organization’s knowledge of and experience with projects similar to those described in Section II, and other relevant experience.

D. QUALIFICATIONS OF ARCHITECTURAL FIRM’S PERSONNEL
Identify the personnel that would be assigned to the District’s project(s). Provide resumes for all proposed personnel. Identify any proposed sub consultants. List license numbers and business addresses. Include resumes and related experience for appropriate members of these firms.

E. INSURANCE
Provide information and limits of the firm’s insurance coverage for
- Professional Liability
- Worker’s Compensation
- Automobile Liability
- General Liability

F. CLIENT REFERENCES
Provide three (3) client references for whom the Architect is currently providing services, or has completed projects in the last 2 years. List the contact name, organization, title, phone number, email, and name of specific project experience.