

Covina Valley Unified School District
RFQ No. 23-24-106 - Architectural Services
Notice to Proposers

The Covina Valley Unified School District (“District”) is requesting proposals from qualified individuals or firms to provide architectural services. The District intends to expand the existing pool of architects. The District uses the word “firm” throughout this Request for Qualifications (“RFQ”), but the District will also accept proposals from qualified individuals.

This is not a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. The District reserves the right to reject any and all responses. Respondents shall not, directly or indirectly, communicate with any employee, officer, Board of Trustees member, agent or representative of the District regarding the RFQ for Architect required by the RFQ except for the District contact person noted below. The RFQ Response of a Respondent who has engaged in any action or activity inconsistent with or in violation of the foregoing is subject to rejection for non-responsiveness.

Three (3) hard copies of your complete proposal in response to this RFQ and one (1) flash drive with an electronic copy of your proposal in PDF format must be received by the District by October 31, 2023 at the following address:

Covina Valley Unified School District
Attn: Robin Harbert
Assistant Director Purchasing
519 E. Badillo St.
Covina, CA 91723

Any proposals not received by such time may be disqualified at the sole discretion of the District.

Questions regarding this RFQ must be submitted in writing and sent by email to Robin Harbert at rharbert@c-vusd.org and Melinda Pure at melinda@ehanda.com. Questions must be received by the District no later than October 19, 2023 at 2:00p.m. No other members of the District’s staff or Board should be contacted about this RFP during the RFP process. The District may, in its sole discretion, disqualify any proposer who engages in any prohibited communications.

The District reserves the right to cancel or revise in part or in its entirety, for any or no reason, this RFQ. If the District cancels or revises the RFQ prior to the deadline for the submission of proposals, notification will be placed on the District’s website. The District makes no representation that any contract will be awarded to any proposer responding to this RFQ. ***The District expressly reserves the right to postpone proposal consideration for its own convenience, to waive any informality or irregularity in any proposal received, and to reject any and all proposals received in response to this RFQ.***