

April 13, 2020

## INTERESTED ARCHITECTURAL FIRMS

**SUBJECT: CALL FOR REQUEST FOR QUALIFICATIONS (RFQ) NO. 20-B001  
ARCHITECTURAL SERVICES -**

Long Beach Community College District invites qualified architectural firms to register their interest in responding electronically to this Request for Qualifications (RFQ) Process and request the documents. The District is seeking statements of qualifications from qualified providers of Architectural Services for the design and construction phases of assigned capital construction projects. The District will review the proposals submitted and develop a list of "Pre-Approved" Architects to which it will potentially assign projects through June 30, 2025.

The District will maintain a list of firms which registers their interest and request electronic copies of the RFQ materials. Responses will only be accepted and reviewed from architectural firms who register their interest and request the RFQ documents. To receive a copy of the RFQ documents please email your request to Blanca Morales, [bmorales@lbcc.edu](mailto:bmorales@lbcc.edu) and copy myself, Alan Moloney [amoloney@lbcc.edu](mailto:amoloney@lbcc.edu). Please include the following information in this request: Firm name, contact person name, email address, and phone number. All requests for documents must be sent by email. All RFQ response documents will be provided electronically.

**Qualifications must be submitted by EMAIL ONLY to Alan Moloney, Deputy Director, Purchasing and Contracts, at [amoloney@lbcc.edu](mailto:amoloney@lbcc.edu) and a copy to Blanca Morales, Contracts Technician, at [bmorales@lbcc.edu](mailto:bmorales@lbcc.edu), no later than, 4:00 p.m. (local time), May 22, 2020.** Responses received after this date and time may, at the discretion of the District, be rejected without consideration. **Responses sent in formats other than email will not be accepted.** Instructions for preparing your response will be contained in the attached RFQ emailed to you.

Questions must be in writing and submitted by email by 2:00 p.m. April 30, 2020, to Alan Moloney at [amoloney@lbcc.edu](mailto:amoloney@lbcc.edu) with a copy to Blanca Morales at [bmorales@lbcc.edu](mailto:bmorales@lbcc.edu). All answers will be posted on the Districts website at <https://www.lbcc.edu/pod/current-bid-rfp-opportunities>. No reminders or notifications of changes to the RFQ, addendums, or updated directions will be emailed to any firms. It is the firm's responsibility to regularly monitor the site listed above.

At no time should any other District employee, contractor, sub-contractor, or member of the Board of Trustees be contacted in any manner. Failure to follow this process may result in the District determining that your proposal is non-responsive for failure to follow instructions.

We look forward to your request for the RFQ materials and your proposal.

Sincerely,

**Alan Moloney  
Deputy Director,  
Contracts and Purchasing**

***Please note that the District Campuses are closed to the public until June 8, 2020, and the Purchasing and Contracts Team are working remotely.***