



**SUBJECT: REQUEST FOR QUALIFICATIONS (“RFQ”) NO. 2011-P13
ARCHITECTURAL SERVICES**

El Monte Union High School District (“EMUHSD “) invites Statements of Qualifications (“SOQ “) from qualified providers of Architectural Services for the design and construction phases of various capital construction projects including but not limited to New Construction, Modernizations, Athletic Facilities & Relocatable buildings.

Qualifications will be accepted at the Office of the Director of Purchasing, 1003 Durfee Avenue, South El Monte CA 91733 until 3:00 p.m. (local time), February 23, 2012. Offers received after this date and time shall be rejected without consideration. Faxed/emailed qualifications will not be accepted.

A mandatory Pre-Proposal meeting will be held on February 7, 2012 at 3:00 p.m. in the Transportation Training Room, 1003 Durfee Avenue, South El Monte, CA 91733.

Instructions for preparing your response are contained in the RFQ. Questions must be in writing and may be directed to Rosana McLeod, Director of Purchasing, by-e-mail to rmcleod@emuhsd.k12.ca.us

The RFQ does not commit the EMUHSD to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any SOQ or to cancel in part or in its entirety this RFQ. The District further reserves the right to accept the proposal(s) that it considers to be in the best interest of the District. District shall not be under any obligation to award any contract on the basis of price alone.

Thank you for your interest in working with our District. We look forward to receiving your response.

Sincerely,

Nick Salerno
Superintendent

Issue/Advertise RFQ to interested Firms	01/16/12 & 01/23/12
Mandatory Pre-Proposal Meeting 3:00 p.m.	02/07/12
Final Questions Due by 3:00 p.m.	02/14/12
Request for Qualifications due to District (by 3 PM)	02/23/12