

REQUEST FOR QUALIFICATIONS

Architectural Planning / Design Services
Victor Valley Community College District
Music Building Code Compliance / Renovation



RFQ: F-220

Proposal Due Date: February 29, 2012
[3:00 p.m.]

Victor Valley Community College District
18422 Bear Valley Road
Victorville, CA 92395

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REQUEST FOR QUALIFICATIONS

FOR

SELECTION OF AN ARCHITECTURAL FIRM

1. INTRODUCTION

1.1 PURPOSE OF REQUEST

The Victor Valley Community College District (District), Office of Facilities Construction and Contracts, on behalf of the Board of Trustees, is seeking a qualified person, firms, partnerships, corporations, associations, or professional organizations to provide a full proposal for architectural planning and design services to the District for the Renovation of the Music Building (Bldg. 20) on its Main Campus.

1.2 BACKGROUND

Music Renovation: The Victor Valley Community College District's 1968 Music building is one of the original 6 buildings constructed on the campus. This facility has had no major upgrades or renovations other than some mechanical upgrades to the H.V.A.C. system in 2004. The building is in need of a code compliance renovation and refurbishment to meet the needs of the modern methods and delivery of instruction.

1.3 VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

Victor Valley Community College District (VVCCD) has served its communities for 50 years. VVCCD is the primary source of training for many of the highest demand industries in the High Desert and the most accessible path for local students to pursue degree programs.

VVCCD was created by a vote of the public in 1960, when voters enthusiastically approved the creation of a new community college district to educate local students. The first classes at the college were held in 1961 on the campus of Victor Valley High School and included a small student body of only 500 students and a 15-member faculty and staff. Construction began in 1963 on the present campus, which encompasses 253 acres.

In 1965, the new Victor Valley Community College campus opened its doors to students. Throughout the years VVCCD's educational programs have expanded based on vital and evolving curricula. Many new facilities have been added to accommodate a consistent growth in student body. A campus that once served 500 students, now serves nearly 14,000 credit students each semester.

In 2008, a general obligation bond proposition Measure JJ of the Victor Valley Community College was approved by more than fifty-five percent of voters in the District. The Election of 2008 authorized the District to issue up to \$297,500,000 of

general obligation bonds to upgrade, expand, and construct school facilities. The Music Building Renovation is one of the many projects using these bond funds.

1.4 PROPOSALS

Responses to this RFQ must be addressed to Stephen Garcia, Director of Facilities Construction and Contracts and mailed or otherwise delivered to the attention of Michelle Messer, RFQ Coordinator, at the office of Facilities Construction located in the Administration Building #10 on the Victor Valley College campus.

**Victor Valley College
Michelle Messer, RFQ Coordinator
Facilities Construction
18422 Bear Valley Road
Victorville, CA 92395**

1.5 REQUESTS FOR INFORMATION (RFI)

Requests for Information concerning the RFQ must be in writing and may be submitted via e-mail (preferred) or by fax no later than the date shown below. Please direct all questions to Stephen Garcia, Director of Facilities and CC his assistant, Michelle Messer, if sending questions via e-mail as follows:

Steve.Garcia@vvc.edu
Michelle.Messer@vvc.edu
Fax: (760) 243-2781

Following the RFI deadline, all questions and answers will be summarized and posted on the District's website (www.vvc.edu/measurejj) within two days after the RFI deadline under the Information for Contractors section.

A mandatory Pre-proposal Conference will be conducted in the office of Facilities Construction at the date shown below.

2 TERMS AND CONDITIONS

2.1 SCHEDULE OF EVENTS

A. RFQ advertised and posted on VVCC Website **February 1 & 8, 2012**

This RFQ is available in its entirety in electronic form at the VVCC website www.vvc.edu/measurejj (use RFQ # F- 220). It can also be obtained by submitting a written request to the RFQ Coordinator, Michelle Messer at Victor Valley Community College, at the address reflected on the cover page.

B. Pre-Proposal Conference/Job Walk **February 15, 10:00 a.m.**

C. Request for Information (RFI) Deadline **February 17, 5:00 p.m.**

D. Deadline to answer written inquiries February 22, 5:00 p.m.

It is anticipated that responses to inquiries received by the required time and date will be provided by the close of business on **February 22, 5:00 p.m.** and will be posted on the District's website (www.vvc.edu/measurejj). Should more time be needed by the District to answer / respond to RFIs, this information will also be posted on the above website.

E. Deadline for Receipt of Proposal February 29, 3:00 p.m.

Each proposer shall submit one (1) signed original response. Five (5) additional copies of the proposal should be provided along with a CD containing the Proposal in electronic format (MS Word or pdf). Submittals shall contain no more than thirty (30) pages single-sided or fifteen (15) pages double sided, excluding the proposal form, front and back covers and tabs. Product cut sheets included as an Appendix will not be counted in the 30 page limit. Submittals containing more than the stated page limitation may not be considered.

Response and copies should be forwarded to the RFQ Coordinator, Michelle Messer, Victor Valley Community College, at the address reflected on the cover page. Under no circumstances will faxed or emailed proposals be accepted.

NOTE: Victor Valley Community College reserves the right to deviate from the dates above.

2.2 ACCEPTANCE

PROPOSALS SHALL NOT BE OPENED PUBLICLY

Upon review and approval of the evaluation committee's recommendation for award, Victor Valley Community College District will issue a "Notice of Intent to Award" letter to the apparent successful Proposer.

The College will also notify all unsuccessful Proposers as to the outcome of the evaluation process. Evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report will be available to all interested parties after issuance of Intent to Award letter.

2.3 AWARD OF CONTRACT

- A. The Contract will be awarded to the most responsible and responsive proposer whose proposal, conforming to the Request, will be most advantageous to the District for an initial contract period of two years. The basis of award will be determined by evaluation of Items 1 through 5 as listed in 2.6 Evaluation of Proposals section with a recommendation of award to the highest scoring proposer.

- B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. Published data in support of experience, financial or performance capability will

be evaluated if such data reflects a current position and such data is submitted as a part of the response to the Request for Proposal.

- C. The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.
- D. The RFQ, its addendums, and the proposal of the selected Contractor will become part of any contract initiated by the District.
- F. In no event shall a proposer submit its own standard contract terms and conditions as a response to this RFQ. The proposer should address the specific language in the contract and submit with their proposal any exceptions or exact contract deviations that their firm wishes to negotiate. The terms for both of these documents may be negotiated as part of the negotiation process with the exception of contract provisions that are nonnegotiable.
- G. A formal Contract will be signed by the successful proposer and Victor Valley Community College District to perform this service.
- H. The District reserves the right to enter into discussions with any one or all of the proposers after proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the Request for Proposal, unless otherwise modified.
- I. If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the contract within seven calendar days of delivery of it, the District may elect to cancel the award and award the contract to the next highest-ranked Proposer.
- J. Award shall be made to the Proposer whose proposal, conforming to the RFQ, will be the most advantageous to the District with the highest points, considering price and other factors.
- K. The District intends to award to a single Proposer.

2.4 PROPOSAL SUBMITTAL REQUIREMENTS

The individual or official of the firm who has the power to bind the firm contractually must sign the Proposal. The costs of proposal preparation and associated direct costs are the sole responsibility of the respondent and will not be reimbursed by the District. Responses are to be straightforward, clear, concise and specific to the requirements of the RFQ. The response should not include extraneous publications such as published articles, directories or lengthy client lists. Submit only information that is pertinent. In order to be considered for selection, responders must submit the following documentation.

- A. **Letter of Introduction:** A letter of introduction signed by an authorized officer or owner of the organization not to exceed one (1) page:

- a. Letter should also identify the specific individual from the organization who will be responsible for leading the implementation project efforts.
- B. **Table of Contents:** Proposals should include a paginated table of contents to facilitate locating the information included.
- C. **Statement of Qualifications:** This section should be presented using a minimum of the following criteria, state why your firm believes it is qualified to provide the products and services requested in the RFQ, describing the offered product and services:
- a. **BUSINESS INFORMATION** – provide the following information:
- Company name
 - Address
 - Telephone
 - Fax
 - Name and Email of main contact
 - Federal Tax I.D. Number
 - License or Registration Number
 - Business Structure (Corporation, Partnership, etc)
 - A brief description and history of the firm.
 - Number of employees (licensed professionals, technical support.)
 - Number of current projects and present workload and where possible, projected workload for the period in question
 - Location of office where the bulk of services solicited will be performed
 - Provide similar information for proposed Sub-Consultants
- b. **PROJECT APPROACH**
- Provide a statement demonstrating your firm’s or team’s ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the client’s goal of moving the Project into construction within the earliest possible timeframe.
 - A brief written summary of the firm’s philosophy related to the planning and design of the District’s program.
 - Describe your firm’s approach to cost estimating including some history of cost estimates versus actual bid amount on three school projects awarded in the last five years. Include at least two examples of new construction projects.
 - Describe your firm’s approach to quality control/assurance procedures including coordination of design disciplines and state final certification, if any.
 - Describe the approach to compliance with program requirements and conformance with Federal/State/Local applicable code requirements.
 - Describe your firm’s experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.

- Describe how your firm has incorporated the use of energy savings in design.

- c. **RELEVANT COMMUNITY COLLEGE PROJECT EXPERIENCE** – Provide information about prior services/designs prepared by your firm on at least five (5) prior community college educational projects.

Include the following information:

- Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFQ.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction.
- Provide a list of the following for each project:
 - project name and location
 - beginning and end dates of project (including construction)
 - square footage
 - main program elements
 - owner name with name of contact person
 - date of each project Notice of Completion and final certification
 - number of RFI's and Change Orders of each project
 - original budget, bid amount & final amount at close-out
 - owner reference, contact name and phone number
 - key individuals of the firm involved and their roles in the project
 - any sub-consultants that worked with the firm

d. **PROJECT TEAM SUMMARY**

- Identify key team members expected to work on this project, along with their resumes, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project.
- Include additional references for proposed team including:
 - Principal – in – Charge
 - Project Manager
 - Project Architect
 - Construction Administrator.

- e. **LITIGATION HISTORY** – Provide a comprehensive five-year summary of the firm's litigation, arbitration and negotiated/settled history with previous clients.

1. Scope of Services

- a. The proposer should prepare a scope of services which specifically responds (in order listed) to each item specified in Section 2.6. This section should present a detailed statement of the methodology to be utilized to carry out each task and a

precise description of the deliverables to be received by the District as end products of the services rendered.

- F. Cost Proposal:** The proposer shall provide an estimated fee and/or a fee methodology based on the \$2,500,000.00 budgeted amount for Total Project Cost (an amount that is inclusive of fees, agency approvals, furniture and equipment, testing and inspection) for the services provided.

This estimated fee or fee methodology shall include all costs or expenses necessary to provide the products and services outlined in this Request for Proposal and shall be identified for each element of the scope of services.

Should additional items be required to meet project goals, identify and price them separately below the identified items. Proposers must identify any discrepancies, omissions of required components, etc. that may be needed to deliver a complete functioning system as described/ clarified during the proposal process. Additional price adjustments will not be entered into later.

2.5 EVALUATION OF PROPOSALS

The District reserves the right to reject any and all Proposals, to amend the RFQ and the RFQ process, and to discontinue or re-open the process at any time.

The proposal will be will be evaluated by the District's Evaluation Team based on each firm's qualifications and relevant experience with similar work as identified in Section 2.4 of the RFQ. The evaluation criteria are as follows:

A contract will be awarded on the basis of which proposal the District deems best suited to fulfill the requirements of the RFQ. The District also reserves the right not to make an award if it is deemed that no single proposal fully meets the requirements of this RFQ.

The District will be the sole judge as to the acceptability, for our purposes, of any and all proposals. Proposals will be evaluated according to the following evaluation criteria:

- | | |
|---|-------------------|
| 1. Relevant experience of the firm | 100 points |
| 2. Project Approach | 30 points |
| 3. Qualifications of proposed staff | 25 points |
| 4. References and Litigation History | 10 points |
| 5. Project Understanding | 10 points |

2.6 SCOPE OF SERVICES

Professional Services

These include: architectural services, engineering (including structural, mechanical, electrical, telecommunications and civil engineering), landscape architecture (very limited), and acoustical engineering. The acoustical engineer shall have in addition to experience with the conventional services of designing room acoustics, noise and vibration mitigation, and sound isolation, demonstrated experience with electronic means of altering room acoustics (sometimes referred to as “assisted resonance”) and also audio recording and sound effects engineering. The mechanical engineer shall have demonstrated experience with central plant design and controls.

Design Criteria, Main Hexagonal Building

The floor plan below illustrates the existing building. It is actually two structures separated by a seismic joint in between their two overhangs. The main hexagonal building is 8,308 ASF and houses music instruction. It is served by a smaller auxiliary building of about 900 GSF housing toilets, mechanical, and electrical equipment. According to the college Space Inventory, the total combined building is 10,002 GSF.

The main building will be remodeled into roughly the same usages as present. However the larger Music Classroom (south side) will become a Keyboarding Lab and the smaller Music Classroom (north side) will become a Digital Composition Lab. Both rooms will require 6” minimum raised access floors for convenient access to electrical and networking connections. The preferred solution will be to cut and remove the existing floor slabs in the two rooms and replace them with a depressed slab, allowing the access floor to be flush with the rest of the building.

The tiered Choral Room and Band Room (now Instrumental Rehearsal Room) will each require a wheelchair lift to the lowest depressed floor area. Each lift will need access via a level walk along a front side wall, and the lift themselves will need to be cut into the lowest tiers and located so as not to block the existing door access into the three support spaces at the center of the building. The college faculty would prefer that the wheelchair access and the access walks be located on the south side of each depressed area and that the lift be suitable to move large instruments (pianos excepted) and items like speakers, etc. The Instrumental Rehearsal Room will also have its north double entrance doors removed and replaced by a sound vestibule (requiring two doors) at the northwest side of the west wall. An equivalent may be constructed at the northeast side of the Choral Room.

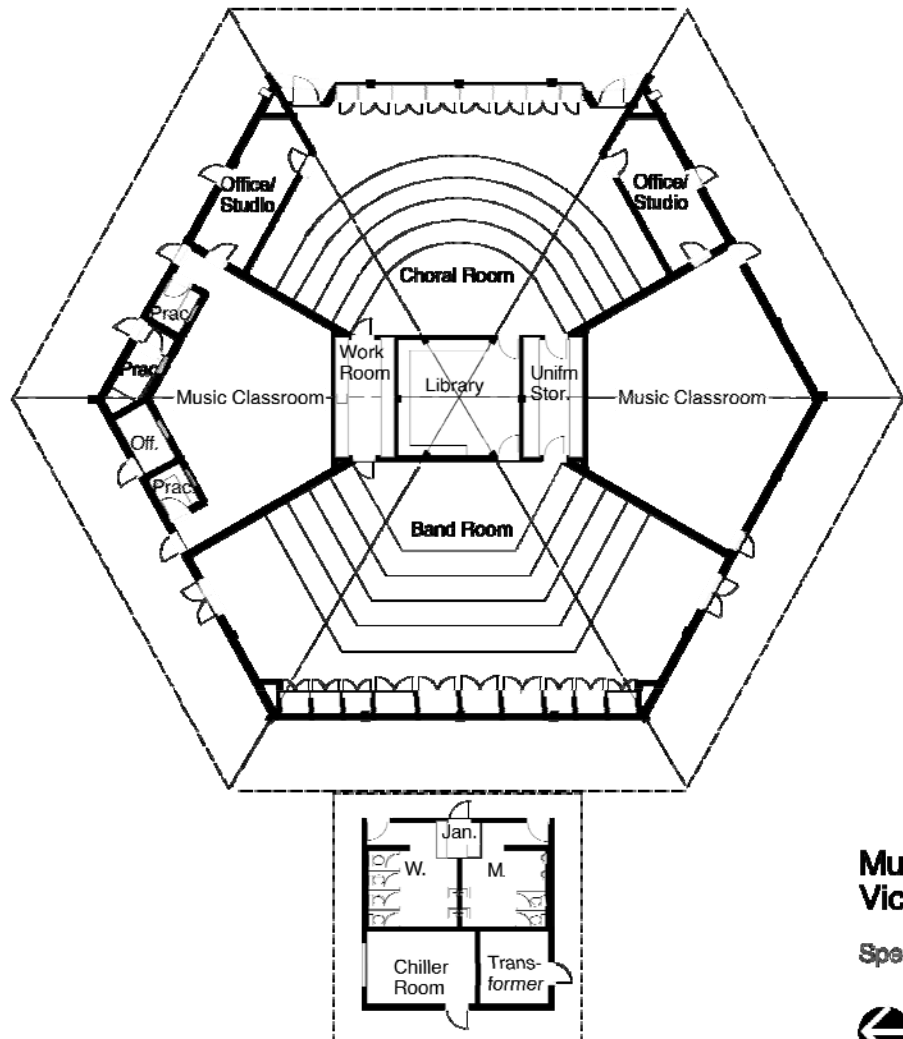
The three support spaces in the center of the building (depressed) will be changed in use to music library and sheet music storage using high efficiency stacking files. The faculty would like to see the three rooms interconnected by two doors, eliminating the need to go through the two tiered labs during class time. The present Work Room will be relocated into a replacement for the auxiliary building. Its sink should be capped off due to periodic flooding.

There are three small music practice rooms and one small office on the north wall. All four will be remodeled into Small Practice Rooms. The two Office-Studios flanking the Choral Room will be converted into two Large Ensemble Practice Rooms. Both will have connecting doors to other interior spaces removed for acoustic isolation.

Design Criteria, Replacement Auxiliary Building

The Replacement Auxiliary Building will contain the following new spaces:

- Office/Studios, 3 at 200 ASF = 600 ASF
- Work Room, 1 at 200 ASF
- Small Practice Rooms, 2 at 100 ASF = 200 ASF
- Ensemble Practice Rooms, 2 at 200 ASF = 400 ASF
- Expanded toilet rooms (to meet code) – 500 GSF.
- Replacement Electrical Room sized as required – 200 GSF
- New enclosed and conditioned hallway between the Auxiliary Building and the Instrumental Room housing, in addition to circulation, additional instrument lockers.



Music Building - 20
Victor Valley College
 Spencer / Hoskins associates
 0 18 32

Construction Criteria

Construction of the new Auxiliary Building should match the construction and appearance of the existing main building, including identifying features as the use of concrete block walls, steel roof framing, wide overhangs with plastered soffits, and in the event of pitched roofs, MetTile roofing. The faculty office-studios would ideally have outdoor windows facing north into a garden area. All existing doors that are to remain and all new doors except toilets and utility spaces shall be replaced by acoustically rated doors with mechanical bottom seals and magnetic perimeter acoustic seals.

HVAC System Criteria

HVAC equipment for the main building is located in a small second floor room above the three support spaces. HVAC equipment consists of 8 individual air handlers cooled with chilled water. Heating is provided with individual gas fired furnaces at each unit. This equipment was replaced in 2004 and is considered in good condition. The new Replacement Auxiliary Building will need its own HVAC equipment, however.

Cooling water for HVAC units is generated by a chiller in the Chiller Room. However the college has since constructed a central plant with chilled water and hot water piping that terminates nearby (northeast of the main building). This new chilled water loop was sized for future connection to the Music Building and it is intended that the connection be made via this project. The connection piping should avoid penetrating the existing attic space and though more circuitous instead intercept the existing chilled water line running overhead between the existing auxiliary building and the main building.

Health and Safety Criteria

A design challenge exists in that the existing steel roof structure is fire proofed with asbestos-bearing Monocote, or a similar fire-proofing product. This is in conjunction with an air handling system that utilizes an open attic plenum air return. The returning air comes in contact with the fire-proofing. The college had the system tested in 1994 and it was certified free of asbestos. Before commencing design work on the current project, the system will be retested. A Certified Asbestos consultant has been obtained by the District and will attend the pre-bid job walk. The consultant will be available to answer any questions. Once a construction contractor has been awarded the project the asbestos consultant will provide asbestos awareness training to the appropriate staff. During the course of construction the asbestos consultant will be on site conducting air monitoring sampling as well as written reports.

Related to this are 'hard lid' lath and plaster ceilings used throughout the main building for acoustic isolation. If the air handling system passes the retest, these ceilings will be retained and will need to be left undisturbed. The music faculty has indicated that the present plenum return system coupled with full height concrete block walls and the hard lid ceiling performs well in isolating noise transfer between the major music spaces. They would like to incorporate the use of an assisted resonance/sound effects system to simulate various performance venues and to train in the operation of such state-of-the-art equipment.

Demolition of the existing auxiliary building may require removal of the Monocote fireproofing. Though some surfaces may have already been abated, it is likely the fireproofing still exists in the attic over the toilets and inside the overhangs concealed by the plaster soffits.

Budget Criteria

The current Total Project Cost is officially budgeted at \$2,500,000. However the attached JCAF-32 Estimate form shows a Total Project Cost of \$2,721,000. This version assumes a minimal remodel of the main building and that the asbestos test results are negative (clean).

Facilities Planning and Utilization

5.1 Cost Estimate Summary and Anticipated Time Schedule (JCAF 32)

Fiscal Year of Proposal:	2014-15	Locally Funded Non-State Supportable Space	
Prepared By:	James Spencer, JJA	Date Prepared:	12/9/11
District:	Victor Valley	CFR #:	
College:	Victor Valley College	Budget Ref. #:	
Project:	Music Building Mechanicals - Minimal Remodel of Main Building	Orig. CCI Index:	5384
Request for:	A_P_X_W_X_C_X_E_X		
1 Site Acquisition	Acres: 0		
A. Purchase price of property			\$0
B. Appraisals			\$0
C. Costs incurred in search			\$0
D. Surveys			\$0
E. Relocation Costs			\$0
F. Other Costs			\$0
Total (Acquisition of Sites)			\$0
2 Plans (Total may not exceed 13% of construction)			
A. Architect fee for Preliminary Plans New Construction @ 8%			\$29,228
A. Architect fee for Preliminary Plans Remodel Construction @ 10%			\$32,826
B. Architect fee for Working Drawings New Construction @ 8%			\$37,578
B. Architect fee for Working Drawings Remodel Construction @ 10%			\$41,847
C. Project Management			\$18,769
D. Division of the State Architect, plan check fee			\$11,890
E. Community College, plan check			\$2,823
F. Preliminary tests (Asbestos Testing + Geotechnical Hazard Report)			\$25,000
G. Other costs (Legal advertising, E energy, geotechnical)			\$16,830
Total (Plans)			\$216,800
3 Construction		CCI Index 6384	
A. Utility Service			\$50,808
B. Site Development Service			\$25,000
C. Site Development, General (Parking paving, lighting, pads, wall & landscaping)			\$25,000
D. Other Site Development			\$0
E. Reconstruction	8,308 ASF @	\$112.20	\$922,156
F. New Construction (Building)(Incl Group I Equipment)	2,800 GSF @	\$337.00	\$943,600
G. Other			\$0
Total (Construction Contracts)			\$1,976,600
4 Tests			\$20,000
5 Inspections	12 months	\$9,000	\$108,000
6 Contingency			\$65,000
		7%	\$62,158
		5%	\$1,043,842
		2%	\$40,000
		8%	\$1,043,842
		10%	\$922,158
7 Construction Management (if justified)			\$2,297,000
8 Architectural and Engineering Oversight New Construction			\$216,800
9 Architectural and Engineering Oversight Remodel Construction			\$17,000
10 Total (Construction Costs) (Items 3 through 9 above)			\$2,297,000
11 Furniture and Group II Equipment		EI Index 3016	\$216,800
12 Project Data			\$2,721,000
	Gross SF (GSF)	Assignable SF (ASF)	Ratio % ASF/GSF
New Construction	2,800	1,400	60%
Reconstruction	16,002	8,308	83%
	Unit Cost per GSF	Unit Cost per ASF	
	\$0.00	\$0.00	
	\$93	\$112	
Anticipated Time Schedule			
Start Preliminary Plans	2/1/12	Advertise Bid for Construction	2/1/13
Start Working Drawings	4/1/12	Award Construction Contract	3/1/13
Complete Working Drawings	8/1/12	Advertise Bid for Equipment	8/1/13
State Architect (ORS) Final Approv.	1/1/13	Complete Project	3/1/14

The scope of the work requested will be to work with the district and its faculty and staff to assist in the evaluation of the programming of the Music department's instructional programs. Design and complete drawings to meet District's approval, be the responsible party to submit District approved drawings to D.S.A. Obtain D.S.A. approval of the drawings. Work with the District in the bidding process for a General contractor or Multi-prime contracts through the award of the contract and provide Architectural oversight of the construction through D.S.A., final DSA close out, and filing of the Notice Of Completion.

2.7 ADDITIONAL SERVICES

The District shall have the right to order, in writing, performance of additional services not within the scope of work in Section 2.6 described above. The District and Contractor shall, prior to performance by Contractor of Additional Services, endeavor in good faith to negotiate a fixed fee or not-to-exceed amount for compensation for

such Additional Services. If they are unable to do so, then upon written instruction by the District the Contractor shall perform the Additional Services on an hourly basis. Hourly compensation for Additional Services authorized to be performed on an hourly basis shall be based on rates approved in writing by the District prior to performance of such Additional Services. No compensation shall be paid for Additional Services performed without written approval by District issued prior to performance of the Additional Services and an agreement by District as to the compensation therefore. In the event of a dispute over whether a request by the District constitutes a Service or Additional Service, Contractor shall, without delay or interruption in performance and without prejudice to its right to additional compensation if the request is adjudged to constitute an Additional Service, comply with the District's request.

2.8 CONTRACTOR REQUIREMENTS/RESPONSIBILITIES

- A. Report Submissions:** Progress reports shall be submitted with each invoice for payment describing the status of progress of the Contractor's performance. The Contractor shall submit a final summary report with the final invoice for payment within (30) days following expiration of the contract.
- B. Time Extensions -** Request for time extensions to the contract completion date must be made in writing with adequate justification no less than forty-five (45) days prior to the end of the contract. Requested time extensions are not effective until approved in writing by the District.
- C. Payment -** Payment for work performed under this contract will not exceed the agreed contract amount. Payment will be made based on documented completion of the elements (under 2.6 Scope of Services) of the scope of services, after approval by the District, and shall be made within approximately thirty (30) days of receipt of each invoice submitted by the Contracting Party and upon approval by the District.
- D. Available -** Such materials as pertain to this project are available for review, upon request of the District and may be used in this project, but may not take the place of items that the Contractor is required to develop.
- E. Ownership of Documents -** Upon completion or termination of the contract, all final documents prepared by Contractor for the District in connection with this work shall be the property of the District. Contractor's personnel and administrative files shall remain the property of the Contractor. No other person shall have a property interest therein. At any time during the contract period, the District shall have the right to require the Contractor to furnish copies of any or all data and all documents, notes and files collected or prepared by the Contractor specifically in connection with this contract.

2.8 ATTACHMENTS

APPENDIX A Agreement