

**REQUEST FOR QUALIFICATIONS (RFQ)/
REQUEST FOR PROPOSAL (RFP) #1718-205**

CONSTRUCTABILITY REVIEW

For

**Russell Hall Replacement (Health Sciences Building)
at Santa Ana College**



**Responses must be received no later than
April 17, 2018 at 4:00 PM**

Submit Response To: RSCCD Facility Planning, Construction and
District Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706-1640
**Attention: Allison Coburn
Facilities Project Manager**

**Questions or
Clarifications:** All questions must be submitted in writing via
email to: FacilitiesRFP@rsccd.edu

1. REQUEST FOR RESPONSES

1.1 Purpose

By way of this Request for Qualifications/Request for Responses (“RFQ/RFP”), the Rancho Santiago Community College District (“District”) is requesting Statements of Qualifications and Proposals (“Responses”) to provide Constructability Review Services (“Services”) for the Russell Hall Replacement (Health Sciences Building) Project at Santa Ana College. The purpose of this RFQ/RFP is to obtain information that will allow the District to select a qualified Firm (“Consultant” or “Firm”) to provide Services for the Project on behalf of the District. These Responses will result in a new prequalified short list of Constructability Review consulting firms.

1.2 RFQ/RFP Schedule

All Consultants shall adhere to the schedule indicate below. The District reserves the right to modify this schedule as needed and will issue an addendum if it modifies the schedule.

Event / Occurrence	Deadline
District Issues RFQ/RFP	March 13, 2018
Deadline for Consultants to submit questions regarding this RFQ/RFP	April 2, 2018 by 4:00pm
Deadline for Consultants to submit Response	April 17, 2018 at 4:00pm
District to interview Consultant(s) (Optional)	April 20, 2018
District to finalize recommendation for District Board of Trustees	April 26, 2018
District Board of Trustees approves successful Consultant	May 14, 2018

1.3 Qualified Consultant

All Consultants submitting a Response to this RFQ/RFP shall be extremely familiar with all applicable regulations, industry guidelines especially as they apply to community college projects, and be capable of providing work product that will enable the District to strictly comply with said requirements. Consultants must demonstrate a minimum of five (5) years of relevant experience and professional success with similar services for Community College projects.

1.4 Submission

If your firm is interested in perform services for the projects, on behalf of the District, please submit to the District a Response in accordance with this RFQ/RFP. Responses must be received no later than the date and time indicated in the RFQ/RFP Schedule, Section 1.2. Responses will be date stamped to record receipt thereof. The Responses may be mailed or delivered in person during normal business hours, which are **8:00 a.m. to 5:00 p.m., Monday through Friday**. Delivery of Responses is the sole responsibility of the Consultant. All Responses must be signed and become the property of the District. The address for submission of the Responses is:

Rancho Santiago Community College District
Facility Planning, District Construction and Support Services
2323 North Broadway, Suite 112
Santa Ana, CA 92706-1640

1.5 Response Format

Each Consultant is required to submit a Response they deem appropriate to the following requests. Responses should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process. Consultant’s response shall not exceed twenty (20) pages, excluding Exhibits. Each hardcopy of the Response must be bound individually, single-sided, tabbed, and organized in order and include all sections and information as stated in Part 4, Statement of Qualification. Each Consultant shall submit **four (4)** bound hard copies

and **one (1)** electronic copy, in PDF format with bookmarks, of the RFQ/RFP. The District will evaluate the Response based on the responsiveness to District requirements listed.

NOTE for Exhibits: All Exhibits should be tabbed, labeled and included as part of the appendix. It is at the Firm's discretion to determine how to reference, in the body of the Response, the location of the Exhibits in the appendix. All Exhibits may be recreated in another program as long as the formatting and information requested mirrors the PDF forms attached to this RFQ/RFP. The intent of the PDF forms is to keep all the requested information in a uniform format.

NOTE for Firms teaming with Sub-Consultants: Each responding firm shall select their proposed sub-consultants based on their own criteria. However, RSCCD reserves the right to approve sub-consultants proposed for any projects that may be awarded. Sub-Consultants do not need to complete all the Exhibits in this RFQ/RFP. Carefully read each section to determine which forms the Sub-consultants need to submit.

1.6 Questions

Consultants must carefully read the entire RFQ/RFP prior to submitting questions as most questions will be answered in this RFQ/RFP. If, however, you should have questions regarding this RFQ/RFP, please email FacilitiesRFP@rsccd.edu. All questions must be submitted in writing. The question deadline is indicated in the RFQ/RFP Schedule, Section 1.2. After this deadline, the District will not answer, address, and/or review any questions interested Consultants might submit. Responses to all questions received prior to the deadline will be provided to all Consultants.

1.7 Request for Proposals

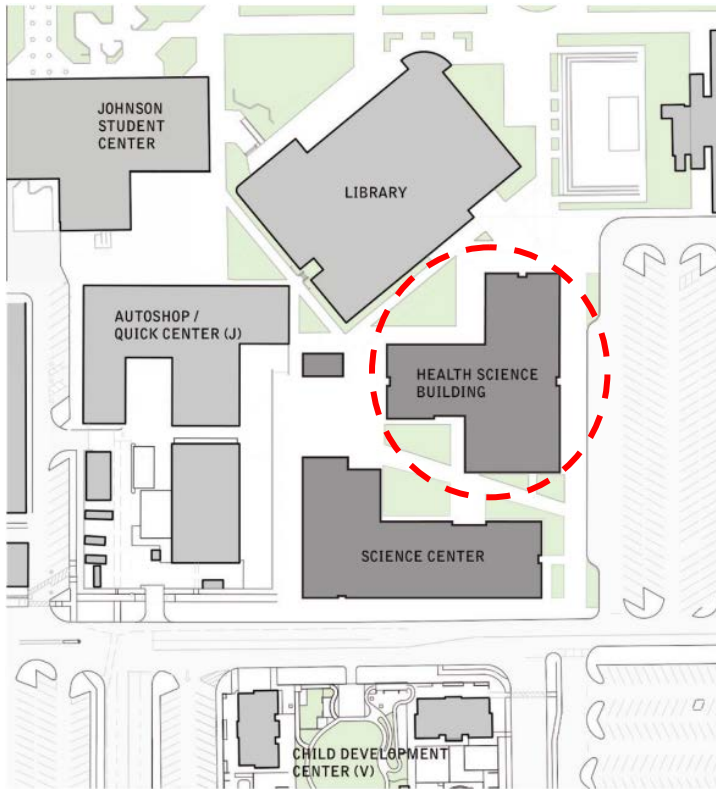
It is the District's intent to select from the pool of prequalified Consultants to provide Services for various facilities improvement projects. The District, on an "as-needed" basis, will issue Requests for Proposals ("RFP") to one or more prequalified Consultants. RFPs shall describe how each Consultant is qualified for the project that is the subject of the RFP, and shall set forth a detailed scope of services, completion schedule, schedule of professionals that will be used to staff the project, and a proposed dollar amount for the Services to be performed. The Consultant shall assign only trained and experienced Consultants and support staff to the requisite task. The Consultant shall provide costs to perform the Tasks as outlined in the Scope of Services referenced in this RFQ/RFP. The District will evaluate RFPs and select and allocate work to a prequalified Consultant without having to request and evaluate additional information as to the Consultant's qualifications. Prequalified Consultants are in no way guaranteed to receive any work from the District.

The District shall not be responsible in any manner for the costs associated with the preparation or submission of Consultant's Response. The Response, including all drawings, plans, photos, and narrative materials, shall become the property of the District. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose.

2. PROJECT NARRATIVE / PROJECT DESCRIPTION

2.1 Russell Hall Replacement Project

For the RFP portion, the District is seeking proposals for services for the Santa Ana College's Russell Hall Replacement (Health Sciences Building) Project. The Project is located at Santa Ana College, 1530 W. 17th Street, Santa Ana, CA 92706. The future Health Sciences Building will be located south of the existing Library and north of the new Science Center (currently under construction).



2.2 Project Description

This project is a design-bid-build project. The Firm selected to perform constructability review services **will not be eligible to bid the project.** The Project includes the following two phases: 1) construction of a new 3-story health sciences building and 2) demolition of an existing 3-story building.

- 1) Phase 1: New Health Sciences Building – The new building will allow for the consolidation and growth of the Health Sciences programs including Nursing, Occupational Therapy Technology, Emergency Medical Services, Pharmacy Technology, offices, general classrooms, (2) large lecture halls (150+ seats), and associated support spaces. The approved program is 55,138 GSF (36,297 ASF).
- 2) Phase 2: Russell Hall Building (“Bldg. R”) Demolition – The existing 3-story 58,666 GSF building was construction in approximately 1967. Building demolition cannot occur until the new building is constructed, operational and all occupants from Bldg. R have been relocated. The Project scope only includes demolition and site clearing activities and does not include restoring the demolition site.

50% Design Development documents are available, for reference only, at the link indicated below. Consultant will **not** perform a constructability review on the 50% DD set.

<https://www.dropbox.com/sh/lyh2r4qqv5ih4ki/AACuXeDchrbikTpkMV2nglyxa?dl=0>

2.3 Project Schedule

Task Name	Duration (working days)	Start Date (subject to change)	Due Date (subject to change)
100% DD Constructability Review	20 days	5/24/18	6/21/18
60% CD Constructability Review	20 days	8/23/18	9/20/18
100% CD Constructability Review	20 days	12/5/18	1/3/19

3. SCOPE OF SERVICES

3.1 Scope of Services

The District is seeking Constructability Review Services for 100% Design Development, 60% Construction Documents, and 100% Construction Documents phases. The scope of work for each phase shall include plans, specifications, cutsheets, geotechnical reports, and all other reference data applicable to the Project. The detailed reviews of the documents shall include, but not be limited to the following:

A. Plan Review Civil

Consultant will check the civil plans for the following items, including but not limited to:

- a. Utilities and equipment such as power, telephone, communication lines, water, sewer, gas, storm drainage, fuel lines, grease traps, and fuel tanks are free of interferences above and below the ground.
- b. New driveways, sidewalks, or other site improvements do not interfere with existing power/telephone poles, pole guys, street signs, street poles, drainage inlets, valve boxes, manhole covers, fire hydrants, etc.
- c. Property lines, limits of construction, clearing, grading, sodding or mulching are shown and are consistent with other disciplines.
- d. Horizontal controls are adequate to locate the building(s) and other site features.
- e. Profile sheets indicate other underground utilities and avoid conflicts.
- f. All existing and proposed grades are shown.
- g. Building pad elevations match the resulting elevation when slab and sub-base are subtracted from the finish floor elevation.
- h. Points of connection at new or existing site utility feeder lines for new utilities (i.e.: water, sewer, storm drain, gas, fire protection & power) are shown. Locations and inverts match plumbing, mechanical and electrical plans.
- i. All exterior features requiring lighting, power or other utilities have been provided such.
- j. All details are keyed and coordinated with other disciplines.

B. Plan Review Landscape

Consultant will check the landscape plans for the following items, including but not limited to:

- a. Notes do not conflict with specifications and have been customized to the project.
- b. The locations of irrigation piping and landscaping are coordinated with other discipline site plans.
- c. Power is provided for irrigation controllers and water point of connection matches civil and/or plumbing site plans.

C. Plan Review Architectural

Consultant will check the architectural plans for the following items, including but not limited to:

- a. Existing and new work is clearly defined on plans.
- b. Site features such as flagpoles, dumpster pads, mechanical and electrical pads, and landscaping are consistent with other disciplines.
- c. The exterior grade on the architectural elevations match the grades shown on civil.
- d. Exterior elevations match floor plans for rooflines, window and door openings, louver openings, exterior light fixtures, and separation/expansion joints.

- e. Building sections match elevations, floor plans, roof plans, and structural framing plans.
- f. Wall sections match structural building sections.
- g. All details are keyed and coordinated with architectural and structural sections and other disciplines.
- h. Dimensions locating interior walls, doors, windows, casework and other features are provided.
- i. Dimensions locating gridlines, building perimeter, exterior openings, doors, windows and other exterior building features are provided.
- j. Sizes and locations of openings for windows and doors match structural. Openings in masonry walls are coordinated with block modules. Openings in walls with braced frames are coordinated with diagonal bracing.
- k. Glazing types are coordinated with specifications.
- l. Wall locations on reflected ceiling plans match architectural floor plans. Locations of light fixtures and mechanical registers/diffusers on electrical and mechanical plans match locations on reflected ceiling plans.
- m. Framing for recessed fixtures on hard ceilings is shown.
- n. Method for suspending ceilings below wide ducts (greater than 48") is indicated.
- o. Enlarged floor plans match small-scale floor plans and other disciplines.
- p. Toilet room accessories scheduled on plans match schedule in specifications.
- q. Finish schedule information, including room names and numbers, finishes and ceiling heights, etc., is consistent with plans, elevations and specifications.
- r. Door schedule information, including sizes, types, labels, etc., is consistent with plans, elevations and specifications. Hardware scheduled in specifications appears logical.
- s. Items recessed into fire rated walls are detailed to maintain rating (i.e.: fire extinguisher cabinets, toilet room accessories, etc.).
- t. Fire ratings and detailing are consistent with Type of Construction.
- u. Flashing materials, gauges, and construction methods are sufficiently detailed and consistent with the specifications.
- v. Sealants are indicated in specifications for all conditions and materials shown on drawings.
- w. Signage, miscellaneous specialties, and equipment shown on drawings are coordinated with the specifications.
- x. Kitchen equipment layout matches other discipline floor plans. Schedules in specifications match schedules on plans.
- y. Cabinets will fit in available space. Electrical, phone, and computer outlets on cabinet walls are at correct height.
- z. Handicapped accessibility features are coordinated between disciplines and with specifications (i.e.: signage, rails, heights, etc.)
- aa. Elevator overrun clearance is adequate.

D. Plan Review Structural

Consultant will check the structural plans for the following items, including but not limited to:

- a. Dimensions are complete and match architectural.
- b. Column grids on structural match architectural.
- c. Column location, type, and orientation on structural match architectural.

- d. Structural perimeter slab matches architectural plan.
- e. Location and extent of depressed or raised slabs match architectural.
- f. Slab elevations match architectural and civil.
- g. Foundations are identified and sized on a schedule or plan.
- h. Grade beams are identified and sized on a schedule or plan.
- i. Walls are identified and sized on a schedule or plan.
- j. Floor beams, roof beams, and columns are identified on plans or listed in column and beam schedules.
- k. Column lengths in column schedule matches sections and elevations.
- l. Braced frame diagonal bracing is coordinated with locations of doors, windows, openings, etc.
- m. Structural jambs and holdowns are coordinated with mechanical, plumbing and electrical components.
- n. Beam, column, wall and slab joints are detailed and coordinated with other disciplines.
- o. Roof framing plan column grid and column locations match foundation plan.
- p. Perimeter roofline matches architectural roof plan.
- q. Roof elevations, slopes, and locations of ridges and valleys match architectural roof plan. All areas of roof can freely drain.
- r. Openings for mechanical roof and wall penetrations (ducts, fans, etc.) and locations of heavy equipment (with maximum weight) are indicated on plans.
- s. Structural supports required for mechanical and electrical equipment are indicated and coordinated with mechanical and electrical drawings.
- t. Separation/expansion joint locations and widths match other disciplines.
- u. Stair plans and details are coordinated with architectural.
- v. Elevator pit size, depth and sumps match other disciplines.
- w. Locations of electrical conduit runs, floor trenches, and openings are coordinated with architectural and electrical plans.
- x. All necessary sections are provided, complete, keyed and coordinated with other disciplines.
- y. Drawing notes do not conflict with specifications and are customized to the project.

E. Plan Review Mechanical/Plumbing

Consultant will check the mechanical/plumbing plans for the following items, including but not limited to:

- a. Plumbing floor plans are consistent with architectural floor plans.
- b. New utilities such as gas, water, sewer, etc. are connected to new or existing utilities shown on site plans or on civil drawings.
- c. Roof slopes and drain locations match architectural locations.
- d. Plumbing walls are provided on architectural to conceal vertical piping.
- e. HVAC floor plans are consistent with architectural floor plans.
- f. Air distribution on plans equals scheduled values for unit capacity.
- g. Ducts and pipes do not conflict with architectural or structural features. Ceiling height provides adequate room above ceiling at worst-case duct intersection & largest beam.
- h. Location of smoke and fire dampers are consistent with smoke and firewalls on architectural drawings.

- i. Locations of air conditioning units, heaters, and exhaust fans match architectural roof plan and structural roof framing plan.
- j. Locations of thermostats are coordinated with architectural drawings.
- k. All ductwork is sized.
- l. There is adequate space for mechanical equipment with room for maintenance such as removing filters or tubes.
- m. Ducts and piping crossing building separation joints have flexible connections.
- n. Plumbing fixtures are scheduled and match architectural locations.
- o. Lab equipment and mechanical equipment is properly coordinated between disciplines and controls are accurately designed.
- p. All pipes are sized and do not interfere with foundations.
- q. All fixtures are connected to sanitary drain system.
- r. Riser diagrams are consistent with plans.
- s. Kitchen equipment is connected to utility systems.
- t. All equipment designated on schedules is located on plans.
- u. Combustion air is provided for gas fired equipment.
- v. Indirect waste is shown on plans.
- w. Method of backflow protection is shown on plans.
- x. Total fixture units and water pressure calcs are shown on plans.
- y. Seismic anchoring of equipment and piping is shown on plans and detailed.
- z. Details are coordinated with and keyed to plans.
- aa. All notes are referenced.
- bb. Handicapped access features are coordinated between disciplines and with specs.

F. Plan Review Electrical

Consultant will check the electrical plans for the following items, including but not limited to:

- a. Electrical floor plans are consistent with architectural and mechanical including locations of floor mounted equipment.
- b. Locations of exterior electrical equipment are coordinated with civil, architectural and landscape drawings.
- c. Electrical connections are provided for all major pieces of equipment. Horsepower ratings, phases, and voltages are consistent with all other disciplines and the specs.
- d. There is sufficient space for electrical panels to fit and adequate working space is available.
- e. Panel board locations are consistent with architectural, mechanical & plumbing plans.
- f. Panel board circuiting matches floor plans.
- g. Electrical riser diagrams indicate panel boards.
- h. Riser diagrams are consistent with plans.
- i. Electrical power is provided to smoke/fire dampers.
- j. Conduit and cable trays crossing building separation joints have flexible connections.
- k. Kitchen equipment is connected to utility systems.
- l. Seismic anchoring of equipment is shown on plans and detailed.

- m. Handicapped access features are coordinated between disciplines and with specs.
- n. All notes are referenced.
- o. Details are coordinated with and keyed to plans.

G. Plan Review Laboratory

Consultant will check the laboratory plans for the following items, including but not limited to:

- a. Laboratory floor plans are consistent with other disciplines including locations of floor and roof mounted equipment.
- b. Electrical, mechanical, and plumbing connections are provided for all pieces of equipment and fixtures. Horsepower ratings, phases, and voltages are consistent with all other disciplines and the specs.
- c. All details are keyed and coordinated with architectural and structural sections and other disciplines.
- d. Dimensions locating interior walls, doors, windows, casework and other features are provided.
- e. Handicapped access features are coordinated between disciplines and with specs.
- f. Cabinets will fit in available space. Electrical, phone, and computer outlets on cabinet walls are at correct height.
- g. All notes are referenced.
- h. Details are coordinated with and keyed to plans.

H. Plan Review Fire Protection

Consultant will check the fire protection plans for the following items, including but not limited to:

- a. Fire protection floor plans are consistent with architectural, mechanical, plumbing, laboratory, and electrical reflected ceiling plans.
- b. Standpipes, sprinkler heads, and main pipes are accurately indicated on plans.

I. Plan Review Specifications

Consultant will check the specifications for the following items, including but not limited to:

- a. Table of Contents lists all sections in the specifications. Titles, section numbers and number of pages listed match actual sections.
- b. Scope of work and bid items explicitly state what is intended.
- c. Major materials and equipment items are coordinated with drawings.
- d. Items specified "as indicated" or "where indicated" in the specifications are in fact indicated in drawings.
- e. All cross referenced sections are provided in specifications.
- f. Thickness and/or quantities of materials in specifications are coordinated with drawings.
- g. Specifications are tailored to the project.
- h. Duplication of information between specification sections is avoided.

J. Special Considerations

- a. Verify the potential impact of other planned construction activity.

- b. Verify that site restrictions, laydown areas, trailer locations and other site issues have been reviewed.
- c. Consider material laydown requirements.
- d. Consider temporary utilities.
- e. Identify outfitting scope, budget and funding source(s).
- f. 2016 California Building Standards Code, Title 24, California Code of Regulations code compliance.
- g. Review documents in accordance with the District's Facility Design Standards Documents. To download the District's Facility Design Standards Documents please utilize the link below.

https://www.dropbox.com/sh/68kctcsftlrg04lq/AAAxo-5XFL_MHgdYqwo4R3Zta?dl=0

K. Deliverables and Backcheck

- a. All review comments shall be noted in the appropriate documents via Bluebeam Studio Session.
- b. A meeting to review comments with Design Team will be held at each phase at the District Office.
- c. Design Team will respond to each comment, via Bluebeam Studio Session.
- d. Consultant shall backcheck each phase to ensure all comments were addressed by the Design Team, via Bluebeam Studio Session.
- e. A meeting to resolve backcheck issues will be held at the District Office.

3.2 Deadlines

Each Consultant must be prepared to provide turnkey services for such constructability review services as the District may hereafter require. Each Consultant must be prepared and equipped to provide such services in an expeditious and timely manner and on relatively short notice to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

The District shall not be responsible in any manner for the costs associated with the preparation or submission of Consultant's Response. The Response, including all drawings, plans, photos, and narrative materials, shall become the property of the District. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose.

3.3 Compliance with Applicable Laws

Consultant's Statement of Qualifications must set forth Consultant's understanding of all applicable laws, guidelines, and requirements, including the Education Code, Division of the State Architect (DSA) and local ordinances and/or other applicable guidelines applicable to the Services to be undertaken, as well as Consultant's ability and methodology to comply with the same. Consultant's Response must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.

3.4 Working Conditions

Each Consultant shall be capable of working indoors and outdoors, as required, in all weather and site conditions including, but not limited to, rain, dirt, mud, and ice. The Consultant's activities may require kneeling, bending, climbing ladders, stepping over trenches, etc.

4. STATEMENT OF QUALIFICATIONS/PROPOSAL RESPONSE FORMAT

4.1 Firm Information

Provide a cover letter and introduction, including the company name, address, telephone number, and email address of the person or persons authorized to represent the institution regarding all matters related to the Response. As part of the narrative, provide a brief synopsis of the firm's corporate structure and history. In addition, provide five (5) references of similar projects and scope including client name, project name/reference, contact name, phone number, and email address. In a narrative discussion, describe any litigation or threatened litigation against your firm or its owners that may affect your performance or completion of this proposed program. A person authorized to bind the firm to all commitments made in the Response shall sign this letter. In addition to the cover letter, complete **Exhibit A – Firm Information Form** and **Exhibit B – Information Questionnaire Form**.

4.2 Firm Approach and Methodology

Describe the Consultant's philosophy with regard to approach and experience related to Services outlined in this RFQ/RFP. Provide a proposed work plan for each project outlined in this RFQ/RFP. This shall include providing a Response based upon the scope of services outlined within this RFQ/RFP and any alternative scope of work that the Consultant may recommend as appropriate based upon its experience and expertise.

4.3 Firm Experience

Provide a summary of Consultant's relevant expertise and experience in architectural consulting services, especially as it relates to community college facilities and projects with a state funding component. Consultant must demonstrate a minimum of five (5) years of relevant experience and professional success. Using **Exhibit C – Firm Experience Form**, provide a minimum of five (5) completed projects. Provide detailed descriptions of projects (particularly community college projects) that the consultant has worked on within the last seven (7) years, which demonstrates relevant experience for projects of various size, type, and difficulty. Each project description should include the date(s) that the relevant design services work was performed, the name, title, address, and telephone number of a contact person who can be contacted for verification of information provided by Consultant. Do not provide **Exhibit C** for Sub-Consultants.

Furthermore, provide a list of all District contracts held within the last five (5) years including, with respect to each project, the project name, property address, contract amount, and Consultant's contact person at the District on said project. Past performance of the Consultant will be evaluated and Clients listed may be contacted for a reference.

4.4 Key Personnel/Team Members

Please identify your Firm's available team members, key personnel and staff members and their specific expertise and experience in constructability review, especially as it relates to Community College campus projects. Include an organizational chart for the proposed staff and indicate who will be the District's main contact person for your Firm. Provide the names and detailed resumes of key personnel who will be the designated team available, knowledgeable, regularly attentive and working directly with the District. The members of this designated team shall not be changed unless agreed upon by the District. In addition, list all professional registration certification and/or license designations and numbers that are currently active in the State of California. Do not list any inactive registration and/or license designations.

4.5 Sub-Consultants

Identify any Sub-Consultants, if any, that are likely to be used by your Firm in carrying out Services for the District. You can list multiple firms if needed per category (ie mechanical, electrical, plumbing, structural etc. For each sub-consultant Firm, please list names, California license or registration numbers, contact person(s), business addresses, phone numbers, fax numbers, e-mail addresses, date established, and time associated with Firm. Please complete **Exhibit A – Firm Information Form** for Sub-Consultants. Provide team member resumes for each.

4.6 Fee Response and Billing Rates

Consultant shall **propose** an **all-inclusive fixed fee** for all services described in this RFP.

Provide billing rates for all personnel and categories of employees as well as any overhead or other special charges. If applicable, Consultant's Response should provide estimates for certain standardized components of the Services. Provide Consultant's typical fee schedule as applicable, as well as any Sub-consultant fees or services that may be needed. Please use **Exhibit D – Billing Rate Form** for all personnel and/or categories of employees (**including sub-consultants, if any**) as well as any overhead or other special charges. Consultant hourly rates shall be all-inclusive and include/account for all direct labor costs, fringe benefits, travel, insurance, overhead, profit, and all other expenses the Consultant will incur in providing Services. All other services not included herein shall be negotiable as required.

All proposed reimbursable expenses shall be directly related to the services required for the Project and must be supported by proper documentation and prior District authorization. Reimbursement shall not exceed cost plus 5%.

4.7 Certification

Consultants shall certify that they have received the RFQ, read the instructions and submitted a Statement of Qualifications with the proper authorizations. Consultant shall complete **Exhibit E – Certification, Request for Qualification** and submit it with the Response. Do not provide this form for Sub-Consultants.

4.8 Non-Conflict of Interest

Consultants shall certify that they shall perform Services as an independent contractor and not as an officer, agent or employee of the District. Consultant shall complete **Exhibit F – Statement of Non-Conflict of Interest**, and submit it with the Response. Do not provide this form for Sub-Consultants.

Note: During the qualification and selection process (i.e. from the date this RFQ/RFP and/or future RFQ/RFPs are released to the conclusion of the selection process), if it is determined that any individual(s) who works for or represents any interested firm communicates with, contacts and/or solicits Board Members of the District in any fashion, said firm shall be disqualified from the RFQ and/or RFQ/RFP selection process, and may be removed from any established prequalified list, as well as the removal from the "interested vendors list."

4.9 Local Hire and Local Business Questionnaire

Consultants shall certify by completing **Exhibit H – Questionnaire Form for Local Hire and Local Business**. The Rancho Santiago Community College District is interested in furthering opportunities for Local Hires and Local Businesses and the Board of Trustees has established a goal of 50% participation of "Local Hires" and 25% participation of "Local Businesses" for various capital construction projects.

5. CONTRACT REQUIREMENTS

5.1 Insurance Requirements

Firms must have the ability to secure insurance coverage and provide Proof of Certificated of insurance and endorsements, as described below:

Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

- Owned, non-owned and hired vehicles;

- Blanket contractual;
- Broad form property damage;
- Products/completed operations; and
- Personal injury;
- Professional liability insurance, including contractual liability, with limits of \$1,000,000 per claim;
- Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

5.2 Disabled Veteran Business Enterprise Participation Goals

The Rancho Santiago Community College District supports a participation goal of at least 3 percent (3%) of the overall dollar amount expended each year to Disabled Veterans Business Enterprises (DVBE). If Consultant is selected to provide services to the District, Consultant will be required to sign and return a Certification form certifying that they will provide the District with information regarding the use of any DVBE contractors or consultants on the project.

Information about DVBE resources can be found on the Executive Branch's website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940. **Please note that DVBE documentation is included in this RFQ/RFP but is not required to be submitted in the Response.** The DVBE documentation will be required if the Consultant is chosen to provide services as a result of an RFP process. **Please review Exhibit G – Statement of Intent to Meet DVBE Participation Goal.**

6. SELECTION CRITERIA / EVALUATION PROCESS

All Responses will be evaluated as per the selection criteria and evaluation process described below. All Consultants shall be advised and understand the policies applicable to contract award if selected.

6.1 Selection Criteria

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting the Consultant for the Project(s).

- Timeliness and Completeness of Response. To receive maximum consideration, Consultant's Response must be received by the Response Deadline. In addition, Consultant's Response will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFQ/RFP.
- Technical Qualification and Competence. This includes experience, expertise, and familiarity with traffic engineering and applicable laws and requirements for public works projects in general and school projects in particular.
- Record of Past Performance. Consultant's Response will be evaluated for quality of work, completion of work on schedule, cost controls, contracts held with the District or other agencies over the last 5 years as well as the response of references provided by the Consultant or any other references identified by the District.
- Approach to Work. This includes project management coordination methodologies, analysis and study approaches, ability to respond to emergencies, delays and consultant's ability to communicate effectively with District personnel, and offer advice in the best interest of the District.
- Cost Control. Consultant's Response will be evaluated on the billing rates for providing services. This includes cost control procedures, preliminary cost estimates, personnel

utilization, billing rates for personnel and Consultant's policies respecting the pass-through to the District of overhead costs.

6.2 Evaluation

Responses will be evaluated by a panel consisting of individuals selected by the District. At the District's discretion, to further assist in evaluation, some, one, or all of the responding firms may be requested to participate in an oral interview. The interview will be used as another opportunity to clarify any issues within a given Response and explore the approaches that may be used to satisfy all District requirements. The District reserves the right to request that some or all of the responding firms consent to being interviewed by selected District personnel and/or representatives and/or submit additional written information.

The District reserves the right to: (i) extend the Response Deadline, and/or (ii) send out additional RFQ/RFPs.

This RFQ/RFP and any potential future RFQ/RFPs or RFQ/RFPs associated with this solicitation, does not commit the District to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of RFQ/RFP. The District reserves the right at its sole discretion to: (i) waive or correct any defect or informality in any response, (ii) withdraw this RFQ/RFP, (iii) reissue this RFQ/RFP, (iv) reject any and/or all RFQ/RFPs, (v) prior to submission deadline for RFQ/RFPs, modify all or any portion of the selection procedures including deadlines for accepting responses, services to be provided under the RFQ/RFP, or the requirements for contents or format of the RFQ/RFPs, (vi) waive irregularities, (vii) procure any services specified in this RFQ/RFP by any other means, (viii) determine that no projects will be pursued and/or (ix) terminate or change the contracting process articulated in this RFQ/RFP because of unforeseen circumstances.

The District shall not be responsible in any manner for the cost associated with preparing a response/Response and/or participating in an interview. The RFQ/RFP's, including all drawings, plans, photos, and narrative materials, shall become the property of the District upon the District's receipt of same. The District shall have the right to copy, reproduce, publicize and/or dispose of each RFQ/RFP in any way that the District may choose. The District reserves the right to negotiate the terms and conditions of any agreement for services that may hereafter be let by the District.

Exhibit A – Firm Information Form

Background

Firm Name _____ Address _____

Yr Est. _____ Phone _____ FAX _____ E-Mail _____

Principals/Officers to Contact:

Primary Contact _____ Title _____ Phone _____ E-Mail _____

Secondary Contact _____ Title _____ Phone _____ E-Mail _____

Is the firm authorized to do business in CA? Yes No

If Yes, on what basis? CA Corp CA Business License Other: _____

Any former address or parent company? Yes No

If Yes, please specify: _____

Type of Firm: Sole Owner Partnership Corporation
 Joint Venture Other: _____

DVBE Participant? Yes No

Experience

Professional Service Fees (indicate index number corresponding to fees received in each noted year):

2013

2014

2015

2016

2017

Index numbers for Professional Services Fees:			
1.	Less than \$50,000	5.	\$500,000-\$1M
2.	\$50,000-\$100,000	6.	\$1M-\$2M
3.	\$100,000-\$250,000	7.	\$2M-\$5M
4.	\$250,000-\$500,000	8.	Greater than \$5M

Years of Service

Community College

Personnel

Total # of Personnel: _____

Total # of Consultants: _____

	Name of Proposed Personnel	Level of Education/ Degree Obtained	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____

Sub-Consultants (if any)

	Name of Proposed Sub-Consultant	Area of Service and License #	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

Exhibit B – Firm Information Questionnaire

ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? Yes No
If yes, explain on a separate, signed sheet.
2. Does the company have an ongoing relationship or affiliation with a contractor or equipment manufacturer? Yes No
If yes, explain on a separate, signed sheet.
3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? Yes No
4. In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party?
 Yes No
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.
5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership? Yes No
If yes, explain on a separate, signed sheet.
6. Has the company ever had arbitration on contracts in the past five (5) years?
 Yes No
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.
7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company?
 Yes No
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS RFQ/P IS TRUE AND CORRECT. FAILURE TO PROVIDE BACK UP TO A "YES" ANSWER AND/OR FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: _____ Title: _____
Print Name: _____ Date: _____

Exhibit C – Firm Experience Form

Minimum of five (5) relevant projects completed within the last seven (7) years. Use multiple sheets as necessary.

Firm Name: _____

Project Name: _____

Client Name: _____

Location (City, State): _____

Client Contact Information:

Name: _____

Title: _____

Phone: _____

E-Mail: _____

Project Summary:

Type of Project ⁽¹⁾: _____

Delivery Method ⁽²⁾, if applicable: _____

Milestone Project Schedule: _____

DSA Application # _____

Project Narrative:

(1) Type of Project: RE - Renovation/Remodel/Repurpose, ADD - Addition/Expansion, NEW - New Construction, FIX - Repair, PLAN – Planning, AC – Access Compliance.

(2) Delivery Method: DBB – Design-Bid-Build; D-B – Design-Build; L-LB – Lease-Leaseback

Exhibit D

Billing Rate Form

Firm Name:

Billing Rates

Do rates include travel charges? Yes

Note: all rates shall include travel and mileage. These will not be acceptable reimbursable items.

Job Title	Name of Personnel	Hourly Rate

Reimbursable Expenses

Estimated Amount

Effective Dates of Rates

Signature

NOTE: All licensed professionals in responsible charge of the work MUST be directly employed by the responding Consultant and NOT employed as a Sub-Consultant. Consultant will ***propose*** an all-inclusive hourly fee for all Services describe in the RFQ/RFP. Consultant's proposed fee should include and account for all direct labor costs, fringe benefits, travel, insurance, overhead, profit, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.

Exhibit E – Certification, Requests for Qualifications

I certify that I have read and received a complete set of documents including the instructions for submitting a Statement of Qualifications (“SOQ”) in response to the attached Request for Qualifications. I further certify that I am submitting five (5) original copies, and one (1) CD containing a complete, single-document PDF version of the Firm’s SOQ in response to this request and that I am authorized to commit the Firm to the SOQ submitted.

I consent to Rancho Santiago Community College District contacting references included in this Statement of Qualifications, including but not limited to other school districts listed herein for the purposes of obtaining information about the survey experience.

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A STATEMENT OF QUALIFICATIONS DISQUALIFICATION

_____ SIGNATURE	_____ TYPED OR PRINTED NAME
_____ TITLE	_____ COMPANY
_____ ADDRESS	_____ CITY, STATE, ZIP
_____ TELEPHONE	_____ FAX
_____ DATE	

If you are a corporation, please provide your corporate seal here.



Exhibit F – Statement of Non-Conflict of Interest

The undersigned, on behalf of the consulting Firm set forth below (the “Consultant”), does hereby certify and warrant that if selected, the Consultant, while performing the consulting services required by the Request for Qualifications, shall do so as an independent contractor and not as an officer, agent or employee of the Rancho Santiago Community College District (“the District”).

(1) No officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years;

(2) The Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months;

(3) No officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested in the Consultant Agreement;

(4) The Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement; and

(5) During the selection process (from the date the RFQ is issued and ending on the date of the award of the contract), if it is determined that any individual(s) who work(s) and/or represent(s) the Consultant for business purposes communicates, contacts and/or solicits District’s Governing Board (“Board”), selection committee members, any members of Citizens’ Oversight Committee, or with any employee of the District except for clarification and questions as described herein in Section 1.6 in any fashion, such Consultant shall be disqualified from the RFQ selection process and from participating in any future RFQs and/or RFQs. This may also result in the removal of the Vendor, Firm, Contractor and/or Consultant from any established Prequalified list, as well as the removal from the “interested vendors” list.

SIGNATURE

PRINTED NAME

TITLE

DATE

IF CONSULTANT IS UNABLE TO VERIFY THAT NO CONSULTANT EMPLOYEES ARE ALSO EMPLOYEES, OFFICERS OR AGENTS OF THE DISTRICT, PLEASE READ SECTION BELOW AND PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET.

(1) Consultants are required to disclose any Consultant’s employee, officer or agent who is also an employee of the District. Please provide this information on a separate sheet.

(2) For all “dual employees” disclosed by a Consultant, the Consultant must provide specific details of the general/routine roles and responsibilities of the “dual employee” for the Consultant and the specific duties and responsibilities of the “dual employee” relating to the RFP and services required by the RFP.

(3) For Consultant who discloses that an employee, officer or agent of the Consultant is also a District employee, the District reserves the right to reject any Proposal based on the roles and responsibilities of the “dual employee” violating BP 7004 or Government Code §1126(a).

Exhibit G – Statement of Intent to Meet DVBE Participation Goals

The Rancho Santiago Community College District has a participation goal for disabled veteran business enterprises (“DVBE”) of 3 percent, per year.

Set forth below is a list of the anticipated participation of DVBEs which _____ (the “Consultant”) intends to use as part of its Agreement for Services, School Facilities Improvement Program (the “Program”). Although it is not specifically required, you are encouraged to include DVBE participation.

Prior to, and as a condition precedent for, final payment under the Agreement for the Program, the Consultant shall provide appropriate documentation to the District identifying the amount paid to DVBEs in conjunction with the Agreement, so that the District can assess its success in meeting the 3 percent goal.

The Consultant anticipates: (a) that _____ percent of the total dollar amount awarded to the Consultant shall be paid to DVBEs and (b) using the following DVBE Sub-Consultants:

Names of Sub-consultants:

Exhibit H – Questionnaire Form for Local Hire and Local Business

The Rancho Santiago Community College District is interested in furthering opportunities for Local Hires and Local Businesses and the Board of Trustees has established a goal of 50% participation of “Local Hires” and 25% participation of “Local Businesses” for various capital construction projects. It is the intent of the District to not only meet these goals, but to exceed them. As used in this Exhibit, “Local Hire” and “Local Business” is defined as follows:

“Local Hire” means an individual who resides in the following zip codes: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a “veteran” as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District’s colleges.

“Local Business” means a business that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the Consultant submits a response to this RFQ/RFP. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The Consultant may also apply to obtain District approval of its internship program. Local Business shall also mean any Consultant that uses apprentices from a District approved apprenticeship program.

Please check all that apply and provide the information requested:

- Consultant **is** a Local Business
- Consultant **is not** a Local Business
- Consultant intends to use the following Local Businesses in providing the services set forth in this RFQ/RFP:

- Consultant employs the following Local Hires (provided name and zip code of residence):

- Consultant intends to use the following Local Hires in providing the services set forth in this RFQ/RFP:

If selected, the Consultant agrees it will use Local Hires and Local Businesses to the extent possible or if the opportunity arises at any time the Consultant is providing services pursuant to this RFQ/RFP and the final contract entered into with the District. The District may request information or documents to confirm participation by a Local Hire or Business and Consultant agrees to comply with any reasonable requests.

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____