

**REQUEST FOR QUALIFICATIONS (RFQ)/
REQUEST FOR PROPOSAL (RFP) #1718-215**

**TRAFFIC ENGINEERING AND MANAGEMENT
CONSULTING SERVICES**

For

**17th Street Main Campus Entrance and Drop-Off
Site Improvements
at Santa Ana College**



**Responses must be received no later than
July 11, 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: Dave Gonzales
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 Traffic Engineering and Traffic Management Consulting ("Services") for the 17th Street Main Campus Entrance and Drop-Off Site Improvements 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. The District is looking for a consultant who can participate as a member of the project team and provide recommendations on how to improve the vehicular and pedestrian entrance of the main campus which may need to be re-designed and restored due to the demolition of Russell Hall. The District wants to ensure that there is a safe entrance that facilitates both passenger vehicles, car drop-off, bus drop-off of students and that the flow of traffic is safe for both vehicles and pedestrians. The consultant should be capable of providing the appropriate information, studies and design in an efficient and economical manner.

These Responses will result in a new prequalified short list of Traffic Engineering and Traffic Management Consulting Services.

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 | May 24, 2018 |
| Deadline for Consultants to submit questions regarding this RFQ/RFP | June 18, 2018 by 4:00pm |
| Deadline for Consultants to submit Response | July 11, 2018 at 4:00pm |
| District to interview Consultant(s) (Optional) | July 18, 2018 |
| District to finalize recommendation for District Board of Trustees | July 26, 2018 |
| District Board of Trustees approves successful Consultant | August 13, 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

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.

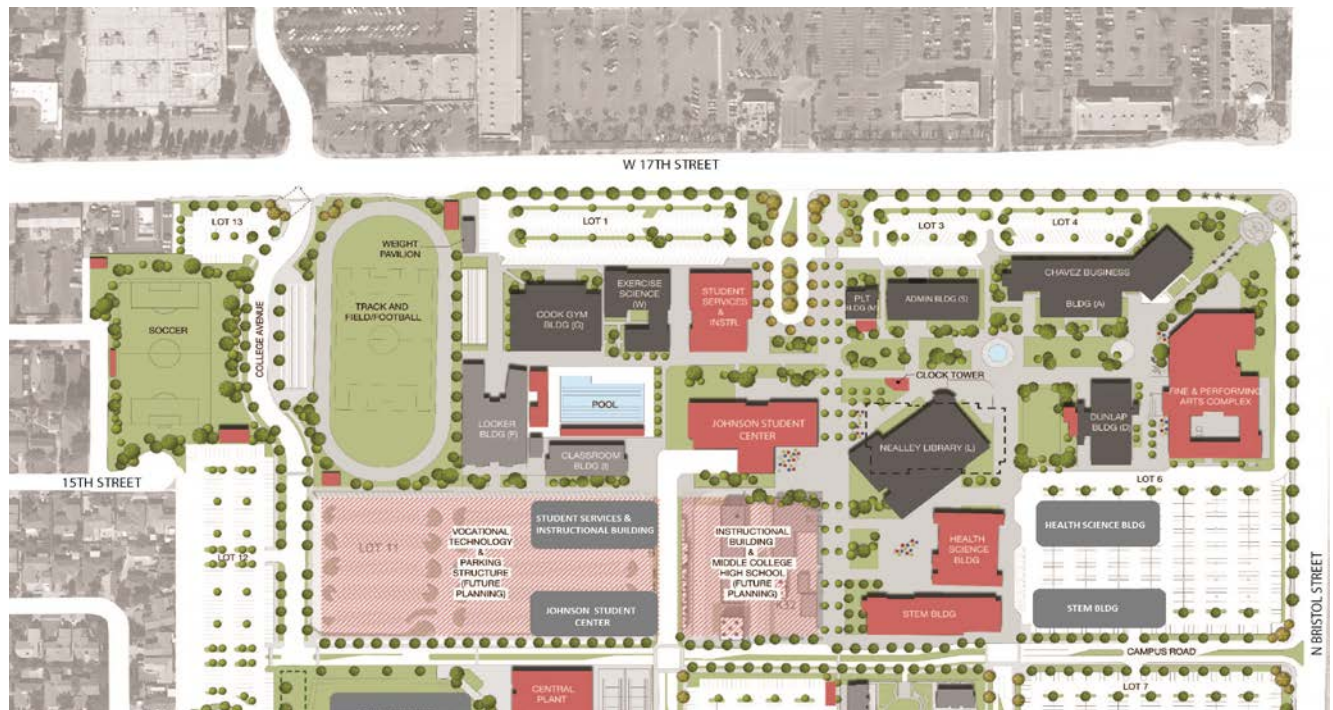
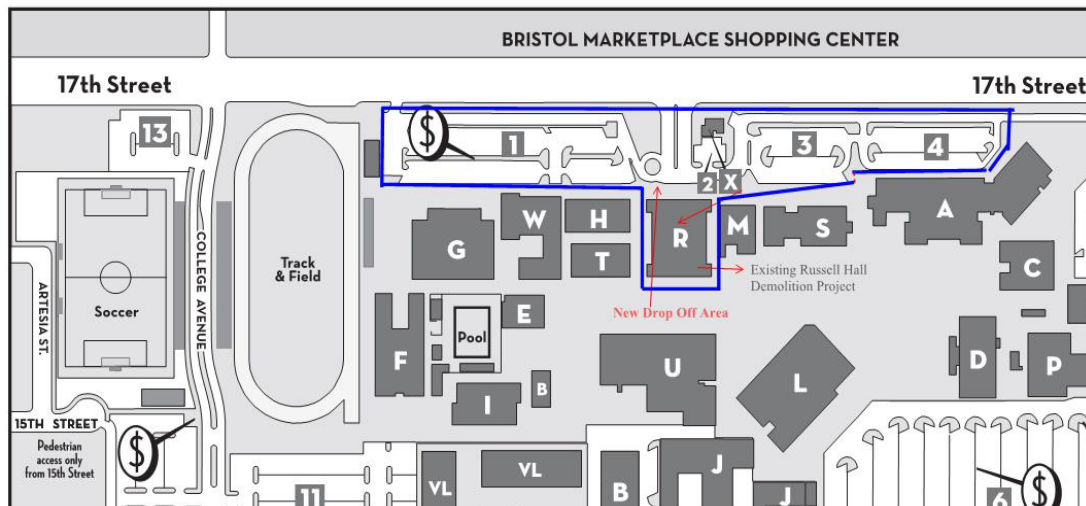
1.6 Questions

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.

2. PROJECT NARRATIVE / PROJECT DESCRIPTION

2.1 17th Street Main Campus Entrance and Drop-Off Site Improvements

For the RFP, the District is seeking proposals for traffic engineering services for the Santa Ana College 17th Street main campus entrance and drop-off. The new drop-off improvement area will be constructed after demolition of the existing Russell Hall building and as identified on the attached sketch as well as the Facilities Master Plan from 2014.



2.2 Deliverable Schedule

Consultant shall commence after anticipated approval by Board of Trustees (August 13, 2018) and provide final surveys, engineering documents and traffic studies as necessary, by October 11, 2018.

3. SCOPE OF SERVICES

3.1 Scope of Services

The District is seeking the services of a Consultant firm to provide Traffic Engineering and Traffic Management Consulting services for the 17th Street Main Campus Entrance and Drop-Off Site Improvements. The new drop-off improvement area will be constructed after demolition

of the existing Russell Hall building and as identified on the attached sketch. It is the District's goal to redesign the entrance and drop-off at the main entrance for the following users; faculty, staff, students, K-12 visitors to the Tessmann Planetarium (Building M), as well as bus service (drop-off and pick-up) for Disabled Students Program & Services Department (DSPS) students, including any potential impacts/re-design of parking lots 1, 2 and 3. It is the District's objective for this design to be safe, efficient and cost effective.

It is the District's intent for the Consultant to provide an initial design in Phase 1. This design will be integrated as part of the selected Architect's design, who will be concurrently working on the design for the landscape and hardscape. For Phase 2 the Consultant will be required to provide a traffic management plan during the construction of the final selected design.

Consultant is to provide Services that may include, but are not limited to the following:

- Observations and Collection of data on existing campus entrance, surrounding parking lots & streets, traffic and parking conditions around the project site, as well as local street and traffic requirements according to local agencies that have jurisdiction over the site area. This shall include neighboring traffic circulation, pedestrian access and safety, passenger drop-off and pick-up, attendance area, on and off-site parking;
- Recommendations on entrance flow traffic;
- Design options for any potential redesign; Consultant to provide a minimum of 3 design options;
- Analyses of existing and projected traffic, pedestrian access and parking impacts for the proposed 17th Street entrance project and adjacent parking lots 1 & 3;
- Recommendation of potential traffic, pedestrian access and/or parking mitigation measures, as required, including off-site and on-site mitigations (street improvements, signage, striping, construction traffic control, parking lot design);
- Preparation of preliminary impact analyses for internal District review, including maps and graphic exhibits as applicable;
- Preparation of traffic reports, including maps, graphic exhibits and, if applicable, along with recommended mitigation measures; if needed;
- Consultation, coordination, and attendance of various meetings with District staff and consultants, as well as local city (e.g. City traffic engineer), county and state as required;
- Review, comment, and updating of existing traffic reports for District;
- Analysis of any required temporary measures for ingress and egress during construction at the North side of the Campus, truck routes for construction and deliveries;
- Provide District with estimate of costs;
- Coordinate with District, Design Team and other Consultants as requested and with all Governmental agencies having jurisdiction as required to ensure that the projects contract documents incorporate all requirements. Employ a Traffic Engineering Consultant who will develop and provide any relevant studies, analysis investigations, create plans, develop recommendations, design options, and vehicular traffic circulation

analyses, for approval by the District and architect design team, including any submission to the appropriate regulatory agencies.

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, not-to-exceed, fixed fee** for all services described in this RFP. Please provide a detailed listing of any activities included in the all-inclusive fee and an estimated fee for each activity. If Consultant proposes optional activities, not noted by the District in this RFQ/RFP, please provide a detailed outline of each activity and an estimated fee for such activity.

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):

☐ 2014

☐ 2015

☐ 2016

☐ 2017

☐ 2018

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 |
|-----------|-------------------|-------------|
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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: _____