REQUEST FOR QUALIFICATIONS RFQ #1516-147
Land Surveying Services

Request for Qualifications must be received no later than
June 17, 2016 at 4:00 P.M.

RFQ Issued: May 20, 2016
RFQ Due: June 16, 2016

Submit Response To: RSCCD Facility Planning, District
Construction and Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Attention: Darryl Taylor, Director

Questions or Clarifications: All questions must be submitted in writing,
via email to: Taylor_Darryl@rsccd.edu
1. REQUEST FOR QUALIFICATIONS / PROPOSALS

1.1. Purpose
By way of this Request for Qualifications (“RFQ”), the Rancho Santiago Community College District (“District”) seeks to obtain information that will allow the District to pre-qualify a limited number of Consulting Firms (each, a “Consultant”) to provide land surveying services on behalf of the District (“Services”). It is the District’s intent that the RFQ process will enable the District to streamline the process by which Consultants are selected to perform work for the District.

The District currently has an established prequalified short-list of land surveying firms and at this time desires to expand the qualified list by releasing a new RFQ. If your firm is already on the District prequalified short-list, please do not re-submit.

1.2. Qualified Consultant
All Consultants submitting a Statement of Qualifications (“SOQ”) in response to this RFQ and seeking to become a Prequalified Consultant with respect to Services should be extremely familiar with all applicable regulations and 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 land surveying projects for Community College projects. All licensed professionals in charge of the work must be directly employed by the responding Consultant and not employed as a Sub-Consultant. The total value of work for a project may range from thousands to millions of dollars. Pre-qualified Consultants are in no way guaranteed to receive any work from the District.

1.3. 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 not-to-exceed dollar amount for the Services to be performed. 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. Pre-qualified Consultants are in no way guaranteed to receive any work from the District.

1.4. Submission
If your firm is interested in becoming a prequalified firm and performing Services for the Project, on behalf of the District, please submit to the District a SOQ in accordance with this RFQ. Responses must be received by 4:00 P.M. on June 16, 2016. Responses will be date stamped to record receipt thereof. The Responses may be mailed or delivered in person during normal business hours, which are 7:00 a.m. to 6:00 p.m., Monday through Thursday (summer hours only). 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  
ATTN: Darryl Taylor, Director  
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 request. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria in the evaluation process. Consultant’s response shall not exceed twenty (20) pages, excluding Exhibits. Each hardcopy of the SOQ must be bound individually, single-sided, tabbed, and organized in order and include all sections and information as stated in Part 3, Statement of Qualification. Each Consultant shall submit four (4) bound hard copies and one (1) electronic copy, in PDF format with bookmarks, of the Response. 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. 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. Carefully read each section to determine which forms the Sub-consultants need to submit.

1.6 Questions  
Consultants must carefully read the entire RFQ prior to submitting questions as most questions will be answered in this RFQ. If, however, you should have questions regarding this RFQ, please email Darryl Taylor, Taylor_Darryl@rsccd.edu. All questions must be submitted in writing. The question deadline for this RFQ is Thursday, June 2, 2016 at 2:00 P.M. 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. SCOPE OF SERVICES  
The District is seeking Consultants to provide Services for various facilities improvement projects relative to the implementation of the Facility Master Plan (“FMP”) and on-going capital facility projects, including but not limited to new construction, renovation, reconstruction projects, program-wide projects, infrastructure projects and/or maintenance projects at various sites.
Consultants may be called upon to provide Services that may include, but are not limited to the following:

2.1. **Scope of Services – Land Surveying**

Each Land Surveyor must be prepared to provide the necessary building surveying services. The scope of such services could include, but are not limited to confirming information such as title, size, location, topography, easements, and the location of public utilities surrounding the District’s campus sites and other services as required to ensure that campus facilities meet State standards. The District may look to acquire properties within the District’s boundaries that may be suitable for acquisition and development of Community Colleges. The District must consider numerous factors in deciding which sites to pursue, the majority of which factors are prescribed by the California Education Code (the “Code”) and any other pertinent codes. In addition to such factors such as size, location, topography, and availability that lead the District to preliminarily determine that a site might be suitable for District purposes, the District must take into consideration title, boundary, encroachment, entitlement and other information that a complete and accurate ALTA survey (together with a complete and accurate title report) can provide.

Each Survey Work should be conducted pursuant to all applicable ALTA/ACSM Land Title Survey requirements and “Land Survey Standards” outlined below. Two Land Survey Standards have been developed for two different project improvement scenarios. One or all may be applicable to for each project site depending on the status of the facilities improvements. One standard is for a land survey of an existing site with built facilities. The second standard is for a land survey of a focus area of a project site. The survey requirements and standards set forth in this Section are herein referred to collectively as the “Survey Criteria”.

**Department of Industrial Relations**

The District has obtained from the Director of the Department of Industrial Relations (DIR) the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this work is to be performed for each craft, classification or type of worker needed to execute the Contract. These per diem rates, including holiday and overtime work, as well as employer payments for health and welfare, pension, vacation, and similar purposes, are on file at the District, and are also available from the Director of the Department of Industrial Relations. Pursuant to California Labor Code Sections 1720 et seq., it shall be mandatory upon the Consultant to whom the Contract is awarded, and upon any subcontractor under such Consultant, to pay not less than the said specified rates to all workers employed by them in the execution of the Contract. Each Consultant responding on any future Project and all Subcontractors performing any portion of the work on the Project must register with the California Department of Industrial Relations and be qualified to perform public work pursuant to Labor Code section 1725.5 throughout the duration of the Contract.

**Land Survey**

The land survey shall include, but not be limited to the necessary site investigations, contact with governing agencies and utilities serving the site, etc., as necessary for
preparing the land survey documents for the referenced project. The following list of minimum standards are those items which should be included in the land survey:

**Incorporate site record data**: Research and/or review available site record data and represent such record data in survey drawings.

**Identify property topography**: Record the topography throughout the project site or in specific areas designated by the District.

**Perform boundary survey; set monuments**: Consultant shall perform boundary surveys and shall, if necessary:
- Set permanent monuments
- Set property corner and/or offsets and describe same on the drawings
- Prepare a Record of Survey in accordance with governmental requirements and all applicable survey criteria

**Geophysical survey**: Perform geophysical survey to verify the presence of underground utilities, and incorporate utility information into land surveys.

**Field surveys**: Conduct field surveys to record information needed for various site improvement projects, such as off-site topographic information, building elevations, locations and invert elevations of clean-outs, manholes, etc.

**Legal descriptions**: Review and provide comments on existing or proposed legal descriptions, or create new legal descriptions for District property or easements. Create or review exhibits that accompany the legal descriptions.

**Update existing land surveys**: Update information on existing land surveys to reflect changes in site conditions or to provide additional information required for a project.

**Coordinate survey activities with District, City, and or owners, and neighbors as needed**: In carrying out Services, Consultant shall coordinate site activities and all access with the District, the City, the owner(s) and lessee(s) of the property(ies) in question, and all neighbors and other entities that may be impacted.

For additional detail on district Land Survey Standards applicable to any future Request for Proposal, refer to Exhibit J.

### 2.2. Deadlines
Each Consultant must be prepared and equipped to provide Services in a timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.

### 2.3. 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 SOQ must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.
2.4. 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.

3. STATEMENT OF QUALIFICATIONS

3.1. Firm Information
Provide a cover letter and introduction, including the company name, headquarters and local office (if different from headquarters) address, telephone number(s), and fax number(s). Clearly indicate the contact person in regards to the SOQ with their name and contact information in the cover letter. Provide a brief synopsis of the firm’s corporate structure and history. 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 SOQ shall sign this letter. In addition to the cover letter, complete Exhibit A – Firm Information Form and Exhibit B – Information Questionnaire Form. Please do not provide Exhibits A and B for Sub-Consultants.

3.2 Firm Approach and Methodology
Describe the Consultant’s philosophy with regard to approach and experience related to services outlined in the RFQ, including plan review assessments, preparing reports, developing value engineering options, recommending changes to the specifications, and working with a project team.

3.3 Firm Experience
Provide a summary of Consultant’s relevant expertise and experience in land surveying consulting services, especially as it relates to community college facilities. 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 land surveying 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 consulting 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.

3.4 Project Team
Please identify your firm’s proposed team, key personnel and staff members and their specific expertise and experience in land surveying services, 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 contact person for your firm. Using Exhibit D – Team Member Resume Form, please provide the names and detailed experience of key personnel who may be available, knowledgeable, and regularly working with the District.

3.5  Sub-Consultants
Provide a schedule of Sub-Consultant, or Sub-Consultant categories, if any, that are likely to be used by your firm in carrying out Services for the District. For each Sub-Consultant, 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 D – Team Member Resume Form for Sub-Consultants.

3.6  Billing Rates
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 E – Billing Rate Form and also provide for Sub-Consultants, if any.

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.

3.7  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 F – Certification, Request for Qualification and submit it with the SOQ. Do not provide this form for Sub-Consultants.

3.8  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 G - Statement of Non-Conflict of Interest, and submit it with the SOQ. Do not provide this form for Sub-Consultants.

3.9  Local Hire and Local Business
Please complete Exhibit I – Questionnaire Form for Local Hire and Local Business.

4.  INSURANCE REQUIREMENTS

Firms must have the ability to secure insurance coverage and provide Proof of Certificate 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. SELECTION CRITERIA AND EVALUATION PROCESS

All Statements of Qualification 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.

5.1. Selection Criteria
Although not necessarily exhaustive of the criteria to be utilized, the District intends to use the following evaluation criteria in selecting Pre-qualified Consultants:

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.

Technical Qualification and Competence. This includes experience, expertise, and familiarity with cost estimating and applicable laws and requirements for public works projects in general and school projects in particular.

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.

Record of Past Performance: Consultant’s SOQ 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.

Cost Control: Consultant’s SOQ will be evaluated on the billing rates for providing Services. This includes cost control procedures, preliminary cost estimates, personnel utilization, and Consultant’s policies respecting the pass-through to the District of overhead costs.
5.2. Evaluation
The Responses will be evaluated by a panel 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. Selection for this RFQ will not preclude nor guarantee the selected firm consideration for future District projects.

The District reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFQ, and/or (iii) provide for other mechanisms for Consultants to be selected to provide Services to the District.

5.3. Policies Applicable to Contract Awards
All work to be performed under any awarded contract must conform to all applicable laws and guidelines and all requirements of the District, local jurisdictions as applicable, all other governmental agencies with jurisdiction, and conform to the requirements set forth by this RFQ.

This Request and any potential future RFQs or RFPs do not commit the District to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of SOQs or participation in an interview.

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, (iii) reissue this RFQ, (iv) send out additional RFQs, (v) reject any and/or all RFQs, (vi) prior to submission deadline for RFQs, modify all or any portion of the selection procedures including deadlines for accepting responses, Services to be provided under the RFQ, or the requirements for content or format of the RFQs, (vii) waive formalities, (viii) procure any services specified in this RFQ by any other means, (ix) determine that no projects will be pursued and/or (x) terminate or change the contracting process articulated in this RFQ because of unforeseen circumstances.

Acceptance by the District of any SOQs submitted pursuant to this RFQ shall not constitute any implied intent to enter into an agreement for services.

The SOQs, including all graphic and narrative materials, shall become the property of the District upon the District’s receipt of the SOQ. The District shall have the right to copy, reproduce, publicize and/or dispose of each SOQ 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.

6. 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 (copy included with these RFQ documents) 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 but is not required to be submitted in the SOQ. The DVBE documentation will be required if the Consultant is Pre-Qualified and then chosen to provided services as a result of an RFP process. Please review Exhibit H – Statement of Intent to Meet DVBE Participation Goal.
**Exhibit A – Firm Information Form**

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### Principals/Officers to Contact:

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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):

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<th>Fees</th>
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**Index numbers for Professional Services Fees:**

1. Less than $50,000  
2. $50,000-$100,000  
3. $100,000-$250,000  
4. $250,000-$500,000  
5. $500,000-$1M  
6. $1M-$2M  
7. $2M-$5M  
8. Greater than $5M

Years of Service  
☐ Community College
**Personnel**

Total # of Personnel: 

Total # of Consultants: 

<table>
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<tr>
<th>Name of Proposed Consultant</th>
<th>Level of Education/ Degree Obtained</th>
<th>Years of Experience</th>
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**Sub-Consultants**

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<th>Name of Proposed Sub-Consultant</th>
<th>Area of Service and License #</th>
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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 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:

(2) Delivery Method: DBB – Design-Bid-Build, D-B – Design-Build, L-LB – Lease-Leaseback
Exhibit D – Team Member Resume Form

Proposed Consultant Name

Title

Firm Name

Proposed Position

<table>
<thead>
<tr>
<th>Years w/Firm</th>
<th>Years w/Previous Firms</th>
<th>Years w/community colleges</th>
<th>Availability</th>
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Education Specific to Position (School/Year/Degree/Subject):

Other Training/Experience w/RSCCD, DSA, Community College Chancellors Office and other State Agencies (or equivalent):

Active Credentials/Certifications/Licenses/Registrations/Accreditations (related to position and years acquired):

Skills Relevant to the Proposed Project:
Exhibit E – Billing Rate Form

Firm Name: __________________________________________________________

Billing Rates

Do rates include travel charges? □ Yes
Note: all rates shall include travel and mileage as these are not acceptable reimbursable items.

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<th>Job Title</th>
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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's proposed rates should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, travel, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.
Exhibit F – 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) electronic copy 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

EMAIL

DATE

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

__________________________
SIGNATURE

__________________________
TYPED OR PRINTED NAME
Exhibit G – 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”).

The undersigned further certifies and warrants the following:

(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 released to the conclusion of the selection process), 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 Board Members 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 Pre-qualified list, as well as the removal from the “interested vendors” list.

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

________________________________________
SIGNATURE

________________________________________
PRINTED NAME

________________________________________
TITLE

________________________________________
DATE
Exhibit H – 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 I – Questionnaire for Local Hire and Local Business

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. 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:

________________________________________________________________________
________________________________________________________________________
☐ 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:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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 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: _________________________________________________________________
EXHIBIT J – Land Survey Standards for Existing Sites

The land survey shall include, but not be limited to the necessary site investigations, contact with governing agencies and utilities serving the site, etc., as necessary for preparing the land survey documents for the referenced project. The following list of minimum standards are those items which should be included in the land survey:

Survey Consultant to obtain/provide:
1. Current title report with backup documents to be provided by RSCCD.
2. Color photo enlargement for each school site with school name, address, and date imprinted on photo but not on image of school mounted on a 24 x 36 board.

Drawing Requirements:
1. Drawing scale for plans shall be 1” = 20’.
2. Show north arrow and locate “North”.
3. Include legend of symbols and abbreviations used on the drawing(s).
4. Spot elevations on paving or other hard surfaces shall be to the nearest .10’ (or 1 ”).
5. Boundary and topographic information shall be on the same drawing.
6. State elevation datum on each drawing. Use North American Vertical Datum of 1988 (NAVD88); give location of benchmark used and official town datum. If benchmark location cannot be shown on drawing, set a new permanent construction benchmark adjacent to the site for construction purposes. Both benchmarks shall be described on the drawing.
7. Furnish to the District: one (1) reproducible mylar transparency; and three (3) prints of each drawing. The Licensed Surveyor shall sign and seal each drawing and shall certify that to the best of the Surveyor's knowledge, information and belief that all information thereon is true and accurately shown.
9. Provide an electronic file on CD to the District of all survey drawings in shapefile (shp) format.

Survey Requirements:
1. Record boundaries at all corners of the property.
2. Vicinity map showing the property surveyed in reference to nearby highway(s) or major street intersection(s).
   (A) Note identity, jurisdiction, and width of adjoining streets and highways, width and type of pavement.
   (B) Identify landmark(s) such as plaques, signage, statues, sculptures, and/or other stationary objects.
   (C) Show encroachments, easements, including cornices, etc., either way across property lines.
   (D) Identify any permanent structures and their associated use within adjacent property within 50’ that may be potentially problematic for the District from an encroachment or development standpoint.
3. Flood zone designation (with proper annotation based on Federal Flood Insurance Rate Maps or the state or local equivalent, by scaled map location and graphic plotting only.)
   (A) Flood plain, flood level of streams or adjacent bodies of water and analysis of site for potential flooding.
   (B) Extent of watershed onto the property by diligent observation.
4. Land area as specified below:
   (A) Show boundary lines, giving length and bearing (including reference or basis) on each straight line’ interior angles’ radius, point of tangency, and length of curved lines.
(B) Include as part of the scope gross and net acreage. Net acreage is the gross acreage minus unusable space due to hillsides (defined as having 1:1 ratio/45-degree angle), easements, gullies etc. Give area in square feet, if less than one acre, in acres to nearest thousandth of an acre (to .001 acre) (before and after ROW).

(C) Show zoning of property; if more than one zone, show the extent of each.

(D) Show individual lot lines and lot block numbers;

(E) Show street addresses per lot as verified with City Planning Department or Postmaster.

5. Contours and datum of the elevations.
   (A) Minimum of one (1) permanent benchmark on-site for each four (4) acres; description and elevations to nearest .01”.
   (B) Contours at 1’ intervals; error shall not exceed one half contour interval, (include 25’ strip of adjacent land and back of walk of opposite side of streets/highways).

6. Identify and show if possible, setback heights by applicable zoning or building codes (in addition to those recorded in subdivision maps). If none, so state.

7. Locate footprints of permanent structures on the site. Identify approximate location of permanent structures and their associated use on adjacent property within 50’.
   (A) Exterior dimension of all buildings at ground level.
   (B) Square footage of:
      1. Exterior footprint of all buildings at ground level.
      2. Gross floor area of all buildings; or
      3. Other areas to be defined by the client.
   (C) Measurable height of all buildings above grade at a defined location. If no defined location is provided, the point of measurement shall be shown.
   (D) Show building line and setback requirements, if any.
   (E) State the general use, and number of stories, dimensions to property lines and other buildings.
   (F) Plotted location of all structures, above and below ground, man-made and natural features; all floor elevations and elevation at each entrance of buildings on the property (describe all).
   (G) Locate perimeter wall of all structures, edges of all roods, and covered walks and canopy locations, poles, retaining walls, athletic equipment, bleachers, etc.
   (H) Vacant parcel shall be noted “VACANT”.

8. Substantial visible improvements (in addition to buildings) such as signs, parking areas or structures, swimming pools, etc.
   (A) Describe fences and walls. Identify party walls and locate them with respect to property lines. Note elevations either side of party walls with corresponding changes in wall heights at occurrences.
   (B) Trees of 3” and over (caliper 3’ above ground); located within 1’ tolerance and give species in English and botanical terms.

9. Parking areas and, if striped, the striping and the type (eg. handicapped, motorcycle, regular, etc.) and number of parking spaces.
   (A) Locate existing street amenities, bus stops, poles and all objects located on the sidewalks.

10. Indication of access to a public way such as curb cuts and driveways.
    (A) Show recorded of otherwise know easements and right-of-ways; state the owner of right of each.
    (B) Note possibilities of prescriptive right-of-way and the nature of each (obtain from City/County Engineer).
(C) Note anticipated street widening and obtain City/County Engineer’s requirements (provide copy of correspondence). Also note any changes in street right-of-way lines either completed or proposed, and available from the controlling jurisdiction. Observable evidence of recent street or sidewalk construction or repairs.

11. Location of utilities (representative examples of which are shown) existing on or serving the surveyed property as determined by diligent observation and information obtained from plans and markings provided by client, meeting with client staff (as applicable), utility companies, city and/or county records, and other appropriate sources (with reference as to the source of information on survey drawing)
   (A) Location of railroad tracks and sidings;
   (B) Location, size, depth, and direction of flow of sanitary sewers, combination sewers, storm drains and culverts serving, or on, the property; location of catch basins and manholes, valve vaults or other surface indications of subterranean uses at each. Name, address, and telephone number of the operating authority of each;
   (C) Wires and cables (including their function) crossing the surveyed premises, all poles on or within ten feet of the surveyed premises, and the dimensions. All crosswires or overhangs affecting the surveyed premises;
   (D) Utility company installations on the surveyed premises including location and characteristics of power and communications systems above and below grade such as light and power poles and other utility lines show guy lines, direction and vertical clearance of overhead lines;
   (E) Location, size, depth type and pressure of water and gas mains and laterals, central steam and other utilities including meters and valves; including but not limited to, buried tanks and septic fields serving or on the property obtained from City, County, utility company or other resources records. Note anticipated or if none exist;
   (F) Fire hydrants available to the property and the size of the main serving each;
   (G) Description of the approximate location, size, type (distribution or transmission) of any power lines within 250’ of property and corresponding utility easement(s) using best available information.

12. Governmental Agency survey-related requirements as specified by the client.

   (A) Show zoning of adjacent property and property across the street(s) or highway(s).
   (B) Plot location of properties on adjacent side of “street” and “street” within 50 feet of roadway. Locate and identify all curbs, gutters, walks, crosswalks, paving, trees, drive aprons, signs, and all traffic control devices, including overhead mast-arms at signals and signs as determined by observable evidence and available information from the Los Angeles County Office of the Assessor.

14. Observable evidence of earth moving work, building construction or building additions within recent months.
   (A) Observable evidence of recent street or sidewalk construction or repairs.

15. Any changes in street right of way lines either completed or proposed, and available from the controlling jurisdiction.
   (A) Note anticipated and/or proposed street widening by obtaining City/County Engineer’s requirements and provide a copy of correspondence.

16. Observable evidence of site use as a solid waste dump, stump or sanitary landfill.

**Land Survey Standards For Focus Area**
The land survey shall include, but not be limited to the necessary site investigations, contact with governing agencies and utilities serving the site, etc., as necessary for preparing the land survey documents for the referenced project. The following list of minimum standards are those items which should be included in the land survey:
Survey Consultant to obtain/provide:
1. Current title report with backup documents to be provided by RS CCD.
2. Color photo enlargement for each school site with school name, address, and date imprinted on photo but not on image of school mounted on a 24 x 36 board.

Drawing Requirements:
1. Drawing scale for plans shall be 1" = 20'.
2. Show north arrow and locate "North" as directed by the District's Architect.
3. Include legend of symbols and abbreviations used on the drawing(s).
4. Spot elevations on paving or other hard surfaces shall be to the nearest .05' (or ½"), on other surfaces to the nearest .10' (or 1").
5. Boundary and topographic information shall be on the same drawing.
6. State elevation datum on each drawing. Use North American Vertical Datum of 1988 (NAVD88); give location of benchmark used and official town datum. If benchmark location cannot be shown on drawing, set a new permanent construction benchmark adjacent to the site for construction purposes. Both benchmarks shall be described on the drawing.
7. Furnish to the District: one (1) reproducible mylar transparency; and three (3) prints of each drawing. The Licensed Surveyor shall sign and seal each drawing and shall certify that to the best of the Surveyor's knowledge, information and belief that all information thereon is true and accurately shown.
9. Provide an electronic file on CD to the District of all survey drawings in shapefile (shp) format.

Survey Requirements:
1. Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the property, unless already marked or referenced by an existing monument or witness to the corner.
2. Vicinity map showing the property surveyed in reference to nearby highway(s) or major street intersection(s).
   (A) Note identity, jurisdiction, and width of adjoining streets and highways, width and type of pavement.
   (B) Identify landmark(s) such as plaques, signage, statues, sculptures, and/or other stationary objects.
   (C) Show encroachments, easements, including cornices, etc., either way across property lines.
   (D) Identify any permanent structures and their associated use within adjacent property within 50’ that may be potentially problematic for the District from an encroachment or development standpoint.
3. Flood zone designation (with proper annotation based on Federal Flood Insurance Rate Maps or the state or local equivalent, by scaled map location and graphic plotting only.)
   (A) Flood plain, flood level of streams or adjacent bodies of water and analysis of site for potential flooding.
   (B) Extent of watershed onto the property diligent observation.
4. Land area as specified below:
   (A) Show boundary lines, giving length and bearing (including reference or basis) on each straight line, interior angles, radius, point of tangency, and length of curved lines. Where no monuments exist, set permanent iron pin (monument) or other suitable permanent monument at property corners’ drive pin in to ground adequately to prevent movement, mark 18” steel pipe; state on the drawing(s) whether corners were found or set, and describe each.
(B) Include as part of the scope gross and net acreage. Net acreage is the gross acreage minus unusable space due to hillside (defined as having 1:1 ratio/45-degree angle), easements, gullies etc. Give area in square feet, if less than one acre, in acres to nearest thousandth of an acre (to .001 acre) (before and after ROW).

(C) Show zoning of property; if more than one zone, show the extent of each.

(D) Show individual lot lines and lot block numbers;

(E) Show street addresses per lot as verified with City Planning Department or Postmaster.

5. Contours and datum of the elevations.

(A) Minimum of one (1) permanent benchmark on-site for each four (4) acres; description and elevations to nearest .01”.

(B) Contours at 0.5’ intervals; error shall not exceed one quarter contour interval, (include 25’ strip of adjacent land and back of walk of opposite side of streets/highways).

(C) Spot elevation at each intersection of 50’ square grid covering the property, or as required.

(D) Spot elevation at streets and intersections and at 25’ on center of curb, sidewalk, and edge of paving including far side of paving.

6. Identify and show if possible, setback heights and floor space area restrictions of record (as verified with As-Built drawings) or disclosed by applicable zoning or building codes (in addition to those recorded in subdivision maps). If none, so state.

7. Locate footprints of permanent structures on the site. Identify approximate location of permanent structures and their associated use on adjacent property within 50’.

(A) Exterior dimension of all buildings at ground level.

(B) Square footage of:
   1. Exterior footprint of all buildings at ground level.
   2. Gross floor area of all buildings; or
   3. Other areas to be defined by the client.

(C) Measurable height of all buildings above grade at a defined location. If no defined location is provided, the point of measurement shall be shown.

(D) Show building line and setback requirements, if any.

(E) State the general use, and number of stories, dimensions to property lines and other buildings.

(F) Plotted location of all structures, above and below ground, man-made and natural features; all floor elevations and elevation at each entrance of buildings on the property (describe all).

(G) Locate perimeter wall of all structures, edges of all roads, and covered walks and canopy locations, poles, retaining walls, athletic equipment, bleachers, etc.

(H) Vacant parcel shall be noted “VACANT”.

8. Substantial visible improvements (in addition to buildings) such as signs, parking areas or structures, swimming pools, etc.

(A) Describe fences and walls. Identify party walls and locate them with respect to property lines. Note elevations either side of party walls with corresponding changes in wall heights at occurrences.

(B) Note location within 1’ tolerance and give species in English and botanical terms of all trees.

9. Parking areas and, if striped, the striping and the type (eg. handicapped, motorcycle, regular, etc.) and number of parking spaces.

(A) Locate existing street amenities, bus stops, poles and all objects located on the sidewalks.
10. Indication of access to a public way such as curb cuts and driveways.
   (A) Show recorded of otherwise know easements and right-of-ways; state the owner of
   right of each.
   (B) Note possibilities of prescriptive right-of-way and the nature of each (obtain from
   City/County Engineer).
   (C) Note anticipated street widening and obtain City/County Engineer’s requirements
   (provide copy of correspondence). Also note any changes in street right-of-way lines
   either completed or proposed, and available from the controlling jurisdiction.
   Observable evidence of recent street or sidewalk construction or repairs.

11. Location of utilities (representative examples of which are shown) existing on or serving the
    surveyed property as determined by diligent observation and information obtained from
    plans and markings provided by client, meeting with client staff (as applicable), utility
    companies, city and/or county records, and other appropriate sources (with reference as to
    the source of information on survey drawing)
   (A) Location of railroad tracks and sidings;
   (B) Location, size, depth, and direction of flow of sanitary sewers, combination sewers,
       storm drains and culverts serving, or on, the property; location of catch basins and
       manholes, valve vaults or other surface indications of subterranean uses at each.
       Name, address, and telephone number of the operating authority of each.
   (C) Wires and cables (including their function) crossing the surveyed premises, all poles
       on or within ten feet of the surveyed premises, and the dimensions. All crosswires or
       overhangs affecting the surveyed premises;
   (D) Utility company installations on the surveyed premises including location and
       characteristics of power and communications systems above and below grade such
       as light and power poles and other utility lines show guy lines, direction and vertical
       clearance of overhead lines.
   (E) Location, size, depth type and pressure of water and gas mains and laterals, central
       steam and other utilities including meters and valves; including but not limited to,
       buried tanks and septic fields serving or on the property obtained from City, County,
       utility company or other resources records. Note anticipated or if none exist;
   (F) Fire hydrants available to the property and the size of the main serving each.
   (G) Description of the approximate location, size, type (distribution or transmission) of
       any power lines within 250’ of property and corresponding utility easement(s) using
       best available information.

12. Governmental Agency survey-related requirements as specified by the client.
   (A) Reconcile or explain any discrepancies between the survey and the recorded legal
       description.

   (A) Show zoning of adjacent property and property across the street (s) or highway (s).
   (B) Plot location of properties on adjacent side of (“street”) and (“street”) within 50 feet of
       roadway. Locate and identify all curbs, gutters, walks, crosswalks, paving, trees,
       drive aprons, signs, and all traffic control devices, including overhead mast-arms at
       signals and signs.

14. Observable evidence of earth moving work, building construction or building additions
    within recent months.
   (A) Observable evidence of recent street or sidewalk construction or repairs.

15. Any changes in street right of way lines either completed or proposed, and available from
    the controlling jurisdiction.
   (A) Note anticipated and/or proposed street widening by obtaining City/County
       Engineer’s requirements and provide a copy of correspondence.

16. Observable evidence of site use as a solid waste dump, stump or sanitary landfill.