

**REQUEST FOR QUALIFICATIONS/
REQUEST FOR PROPOSALS
#1314-38**

**LAND SURVEYING CONSULTING SERVICES
FOR
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
and
SANTA ANA COLLEGE – 17th Street & Bristol Street**



**Request for Qualifications/Proposals must be received no later than
February 18, 2014 at 2:00pm**

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

By way of this Request for Qualifications/Request for Proposals (“RFQ/RFP”), the Rancho Santiago Community College District (“District”) intends to pre-qualify a limited number of full-service licensed civil engineers, surveyors, and/or firms comprised same (each, a “Consultant”) to provide a variety of property survey services for, and on behalf of the District. It is the District’s intent that the RFQ/RFP process will enable the District to streamline the process by which Consultants are selected to perform work for the District, which should expedite the acquisition of needed services to the District.

The purpose of this RFQ/RFP is to obtain information that will enable the District to select a limited number of pre-qualified, registered and certified Consultants through the California Board of Professional Engineers and Land Surveyors that can assist the District by providing services in support of the construction projects, such as reconstruction, modernization, alterations, new construction projects and/or the development of district-wide standards for design, equipment and maintenance specifications. The total value of work for a project may range from thousands to millions of dollars. Each Consultant responding to this RFQ/RFP should be prepared and equipped to provide full service to the District in an expeditious and timely manner and on relatively short notice so as to enable the District to meet critical time deadlines and schedules.

If your firm is interested in performing Land Surveying Consulting for various facilities improvement projects and such related work, on behalf of the District, please submit to the District a detailed summary of your firm’s qualifications in accordance with this RFQ/RFP. Additionally, if your firm is interested in providing Land Surveying Consulting Services for the Santa Ana College 17th Street & Bristol Street project, described herein, on behalf of the District, please submit to the District a detailed proposal in accordance with this RFQ/RFP. The deadline for receipt of all materials responsive to this RFQ/RFP is **Tuesday, February 18th at 2:00pm.** (the “Response Deadline”). Note that Responses delivered after the Response Deadline may not be considered. SOQs will be date stamped to record receipt thereof. The SOQs may be mailed or delivered in person during normal business hours, which are 8:00 a.m. to 4:00 p.m., Monday through Friday. Delivery of SOQs is the sole responsibility of the Consultant. All SOQs must be signed and become the property of the District. The address for submission of the SOQs is:

CARRI MATSUMOTO
Assistant Vice Chancellor,
Facility Planning & District Construction and Support Services
Rancho Santiago Community College District
2323 North Broadway
Suite 112
Santa Ana, CA 92706-1640

Each Consultant is required to submit an SOQ they deem appropriate to the following requests. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process. Each Consultant shall submit **six (6)** copies of SOQ (one unbound marked “Master” and five format) and one (1) CD with a PDF version of the SOQ. The District will evaluate the SOQs based on the

responsiveness to District requirements listed. The Consultant(s) being sought through this RFQ will need to meet the District's minimum criteria as listed herein.

Respondents must read the entire RFQ/RFP prior to submitting questions, as most questions will be answered in this RFQ/RFP. Please refrain from asking questions regarding the formatting of this RFQ/RFP. DO NOT contact the Purchasing or Facility Planning & District Construction and Support Services Departments.

INTRODUCTION:

The District generally utilizes the services of outside consultants to help ensure the District that its activities, especially as they apply to various facilities improvement projects of new and existing sites in California, are in compliance with all applicable regulations and industry guidelines. As stated above, the purpose of this RFQ/RFP is to obtain information that will enable the District to pre-qualify a limited number of Consultants that can assist the District in connection with material testing and inspection consulting services as the District may, from time to time, require in connection with various facilities improvement projects on an on-going basis without the need to pre-qualify Consultants for each project.

Pre-Qualified Consultants are in no way guaranteed to receive any work from the District. However, it is the District's intent to look primarily to the pool of Pre-Qualified Consultants when choosing a Consultant to perform Land Surveying consulting services for various facilities improvement projects, for the District. The District, on an "as-needed" basis, will request proposals from one or more Pre-Qualified Consultants to provide Land Surveying Consulting Services on behalf of the District. The District will allocate work to said Pre-Qualified Consultants without having to request and evaluate additional information as to the Consultant's qualifications. (See Policies Applicable to Contract Awards below.)

General

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 school sites and other services as required to ensure that school 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.

Santa Ana College – 17th Street & Bristol Street

The property is approximately 65,000 square feet located at the southeast corner of Bristol and 17th Street. The intent is to convert the land to a parking lot providing Santa

Ana College with maximum amount of parking spaces. See Exhibit K for a detailed map of the property.

1. SCOPE OF SERVICES

The District is seeking the services of a Consultant to provide Land Surveying Consulting services for the SAC 17th Street & Bristol Street and other various facilities projects. The District's objective is to employ a land surveyor consultant who will develop and provide any relevant analysis, investigations, evaluations and then create plans/contract documents to be submitted to appropriate agencies, including, but not limited to, the City Santa Ana. The Consultant shall develop plans with the intent of retaining approval from the District, applicable local and state agencies with the intent to bid and implement the project scope, if necessary.

Each Survey Work should be conducted pursuant to all applicable ALTA/ACSM Land Title Survey requirements and "Land Survey Standards" attached as Exhibit A hereto. 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".

Because the District will likely be obtaining an ALTA extended coverage owner's title policy ("ALTA Title Policy") in connection with any property(ies) that it shall acquire, Consultant shall also be required to comply with any additional survey requirements that may be imposed by the District's title insurer as a condition to the issuance of an ALTA Title Policy. Because the District will likely be acquiring the targeted property(ies) with the intent of redeveloping same as a school site or for some other purpose differing from the present utilization of the property(ies), Consultant's survey work will also likely be reviewed by the District's architect to ensure that it provides sufficiently complete and accurate information and drawings as shall be required by said architect to prepare complete and accurate plans and drawings respecting the redevelopment of the property(ies) for the District's purposes. Consultant shall be required to cooperate with the District's architect and provide such additional information and/or survey information and drawings as District's architect may reasonably request.

Each Consultant is expected to be qualified to carry out the required survey work respecting any particular property(ies) that may be targeted for acquisition by the District in a manner that shall produce a complete and accurate survey of the targeted property(ies) complying in all respects with the Survey Criteria articulated herein (the "Survey Work"). Consultant is hereby informed that its Survey Work will be relied on by the District and its agents in: (i) evaluating the suitability of the targeted property(ies) for the District's intended use and the probable economic impact of any decision to proceed with the acquisition and development of the property(ies) as a school site or another District's purpose (the "Project"), (ii) the preparation and issuance to the District of an ALTA Title Policy, and (iii) the preparation of architectural and construction drawings for the Project. Without in anyway limiting Consultant's obligation to comply with all of the Survey Criteria articulated herein, Consultant, in carrying out its Survey Work, shall consider, address and/or comply with, as applicable, all of the following in

carrying out the survey work that shall be applicable to the Project at hand (the "Survey Work"):

- Use Experienced and Trained Staff: Consultant shall assign only trained and experienced surveyors and support staff to perform the requisite tasks that are components of the Survey Work.
- Incorporate Site Record Data: Consultant shall research and obtain available site record data and represent such record data in survey drawings as required within the Land Survey Standards attached as Exhibit C hereto.
- Perform Boundary Survey; Set Monuments: Prepare Record of Survey. Consultant shall perform a boundary survey and, if necessary, Consultant shall: (i) set permanent monuments, (ii) set property corner and/or offsets and describe same on the drawings, and (iii) prepare a "Record of Survey" in accordance with governmental requirements and all applicable Survey Criteria.
- Identify Property Topography: Consultant shall describe the topography throughout the project site in accordance with the Land Survey Standards attached as Exhibit C hereto.
- Coordinate with Architect: Provide Electronic File of Drawings: Consultant shall: (i) coordinate all of its activities with the District's architect and said architect's preferences as to the size and scale of the survey drawings prior to the preparation of final drawings, and (ii) provide to the District and the District's architect with an electronic file of all survey drawings utilizing AutoCAD version 2000.
- Coordinate Site Activities with District, City, Owners and Neighbors: In carrying out its on-site Survey Work, Consultant shall coordinate its activities and all access issues with the District, the relevant Cities, the owner(s) and lessee(s) of the property(ies) in question, and all neighbors and other entities that might likely be impacted by the on-site Survey Work.

2. REQUIREMENTS OF THE WORK

Each Consultant must be prepared to provide surveying services for such Land Surveying Consulting Services as the District may hereafter require. Each Consultant must be prepared and equipped to provide such 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.

3. COMPLIANCE WITH ALL APPLICABLE LAWS

Consultant's proposal must set forth Consultant's understanding of all applicable Health and Safety laws, guidelines, and requirements including Cal/OSHA Title 8, the EPA (Environmental Protection Agency), the Education Code, the DTSC (Department of Toxic Substances Control), and the California Division of State Architects (DSA) regulations, and local ordinances and/or other applicable zoning or planning ordinances/regulations, relative to the work to be undertaken as well as Consultant's ability to comply with the same and the methodology by which Consultants will do so. Consultant proposals must confirm that the nature of the Work to be performed will meet all the aforementioned requirements for said Work as set by the applicable codes and regulations and all other applicable ordinances and guidelines.

4. QUALIFICATIONS/PROPOSALS RESPONSE FORMAT

The District is seeking the services of a Consultant to provide Land Surveying Consulting Services for Santa Ana College – 17th Street and Bristol Street. The District's objective is to employ a land surveying consultant who will develop a survey for the site based on the Survey criteria, as described in Section 1, which consist of the survey requirements and specifically the Land Surveying Standards for an Existing Site enclosed in Exhibit A. The proposal for this particular project shall not exceed 5 pages and include the following information:

- Cost for Survey Work with a breakdown of anticipated hours and hourly rate for labor and material;
- Reimbursable expenses with a descriptive list and quantities of each, if applicable;
- Schedule for completion of Survey Work; and
Number of original surveys to be delivered at completion

For the RFQ portion of this response a consultant's response shall not exceed 20 pages, excluding resumes, brochures, and other related materials. Responses must be organized in the following order and shall include all of the following sections and information as stated in this document. In addition, your firm must meet the following **minimum qualifications**:

- **Liaison with Regulatory Agencies:** Liaison with regulatory agencies is required in order to provide guidance to the District and others as deemed necessary.
- **Perform Regulatory Agency Requirements:** Perform regulatory agency required surveillance if needed.
- **Attendance of Meetings and Other General Duties:** Must attend various pre-construction meetings, provide project oversight and/or project closeout assistance as necessary, and be available or on-site throughout the duration of the project, as required.

4.1 FIRM INFORMATION (Not weighted – for informational purpose only)

A Cover Letter and introduction, including the company name, address, telephone number, fax number and email address of the person or persons authorized to represent the institution regarding all matters related to the proposal. As part of the narrative, provide a brief synopsis of the firm's corporate structure and history. 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. Also, please include your firm's philosophy with regards to a description of Land Surveyor's approach, and experience as it relates to basic services as outlined in the RFQ/RFP, field investigations, developing recommendations, providing reports and assessments, working with multiple agencies, etc. A person authorized to bind the firm to all commitments made in the proposal shall sign this letter. In addition, complete Exhibit B – Firm Information and Exhibit C – Firm Questionnaire Form.

4.2 Information as to the **location** of Consultant's headquarters and the address and contact information for the local contact office and the primary contact person for the Consultant.

Proposals will be evaluated based upon the criteria in Sections 4.3 - Section 5.

- 4.3** A summary of Consultant's relevant **expertise and experience** in Land Surveying Consulting Services, especially as it relates to school sites and facilities. A Surveyor must demonstrate a minimum of three (3) years of relevant experience and success. Furthermore, a schedule of all District contracts held within the last five (5) years including, with respect to each project, the project name and the property address, the contract amount, and Surveyor's contact person at the District on said project. Project supervisors shall also be able to provide proof of successful completion of three (3) years as a supervisor at projects of similar size and scope. Describe the services offered. What differentiates your services from other providers? Provide a proposed work plan for assisting the District. This may include providing a proposal based upon the scope of services outlined within the proposal and any alternative scope of work that the consultant may recommend as appropriate based upon its experience and expertise.
- 4.4** Appropriately detailed **description of projects** (particularly school projects) that consultant has worked on within the last five (5) years which demonstrates Consultant's relevant Land Surveying Consulting Services experience and successes respecting public works in general and school projects in particular. Each project description should include the date(s) that the relevant surveying 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.
- 1) Using Exhibit D – Firm Experience Form for each project, provide a minimum of five (5) completed surveying projects that demonstrate similar work listed in the Scope of Services, at least two (2) modernization projects, and at least two (2) new constructions projects. Projects listed must have been completed in the last seven (7) years. Prime consideration will be given to projects, which include similar size, type, difficulty, DSA process, community college projects, etc.. In the narrative section of Exhibit D Form, provide project-specific information relating to Surveying Consulting Services:
 - a) Describe project and responsibilities in detail.
 - b) Indicate proposing firm's prior experience working for District and for other educational entities.
 - c) Demonstrate how the firm has a thorough knowledge of code requirements for public school buildings in California.
 - d.) In addition, the Surveyor must also demonstrate familiarity with Code requirements relating to school site development activities, new construction buildings, modernizations, and the Division of the State Architect (DSA).

- 2) Past Performance of Proposer will be evaluated. Clients listed in Exhibit D may be contacted for a reference.
- 3) **Dispute Resolution Process:** Provide a narrative description of the nature of the anticipated disagreements that might occur during the course of the work with the A/E, contractors and subcontractors, and a discussion of how such disagreements might be resolved by the consultant.

4.5 Identification of Consultant's project team, key personnel and staff members and their specific expertise and experience in land surveying consulting services, especially as it relates to school sites and facilities. Provide the name of a primary point of contact. Provide the names and detailed resumes of key personnel who will be available, knowledgeable, and regularly attentive or involved working with 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. Please use Exhibit E – Resume Form.

4.6 For all of the firm's Surveyors the firm shall include California Board of Professional Engineers and Land Surveyors (CBPELS) Certification Number, and any other license/certifications relating to this RFQ/RFP.

4.7 A schedule of sub-consultant, or sub-land surveyor categories, if any, which are likely to be used by the Inspector or consultant in carrying out any work that may hereafter be awarded to Consultant by the District. Identify, any outside inspecting/consulting disciplines that the firm may use in the course of performing services to the District associated with the firm. List names, California License or Registration Numbers, business addresses, phone numbers, fax numbers, emails, date established, and time associated with firm.

4.8 A schedule of all School District contracts held within the last five (5) years, including with respect to each project name and the property address, the contract amount, and consultant's contact person at the District on said project.

5. BILLING RATES

Billing rates for all personnel and/or 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 land surveying consulting services process. Provide consultant's typical fee schedule as applicable as well as any sub-consultant fees or services that may be needed.

- 1) Provide the proposed billing rate for each proposed discipline and employee. Please use Exhibit G – Billing Rate Breakdown Sheet.
- 2) Provide any planned escalation rate if the option years is utilized. (This Item is not for evaluation purposes.)
- 3) All other services not included herein shall be negotiable as required.

Consultant will **propose** an **all-inclusive** hourly fee for all of the services described in Section 5 below. Consultants proposed fee should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, and all other expenses the consultant will incur in providing the services of a CBPELS Certified Land Surveyors.

6. WORKING CONDITIONS

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

7. INSURANCE: Insurance Requirements.

Firms must have the ability to secure insurance coverage and provide Proof of Certificated of insurance, 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 \$2,000,000 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.

8. SELECTION CRITERIA / EVALUATION PROCESS

8.1 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 Pre-Qualified Consultants. The Evaluation criteria are as follows:

- 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 applicable laws and requirements for public works projects in general and school projects in particular.

10 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. 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.

8.2 Evaluation of Statement of Qualifications / Policies Applicable to Contract Awards

The proposals will be evaluated by an evaluation panel consisting of selected individuals by the District. Selection for this proposal will not preclude nor guarantee the selected firm consideration for future District projects.

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 proposal and explore the approaches that may be used to satisfy all District requirements.

In addition, a Pre-Qualified Consultant may be requested by the District to submit a work task proposal (a "Proposal") for a particular site or project. Each Proposal shall describe the Consultant's experience and expertise with respect to the services, if any that are unique to the property or project that is the subject of the Proposal. In addition, the Proposal shall set forth a detailed scope of services, a completion schedule, a schedule of professionals that will be used to supervise and staff the project, and a not-to-exceed dollar amount for the services to be performed.

Based on its evaluation of the Responses that it receives, the District may select one or more Pre-Qualified Consultants. The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives. The District also reserves the right to: (i) extend the Response Deadline, (ii) send out additional RFQ/RFPs, and/or (iii) provide for other mechanisms for Consultants to become Pre-Qualified to provide hazardous material abatement consulting services to the District.

All work to be performed under any awarded contract must conform to all applicable laws and guidelines and all requirements of the District, Division of the State Architect (DSA), local jurisdictions as applicable, all other governmental agencies with jurisdiction, and conform with the requirements set forth by this RFP/RFQ.

This request for Qualifications/Proposal and any potential future RFPs, does not commit the District to award a contractual agreement with any vendor or to pay any costs incurred in the preparation of proposals. The District reserves the right at its sole discretion to: (i) withdraw this RFQ/RFP, (ii) reject any and all

any costs incurred in the preparation of proposals. The District reserves the right at its sole discretion to: (i) withdraw this RFQ/RFP, (ii) reject any and all Response(s) or Proposal(s), or (iii) waive irregularities, (iv) terminate or change the contracting process articulated in this RFQ/RFP because of unforeseen circumstances. Acceptance by the District of any responses submitted pursuant to this Request for Proposal shall not constitute any implied intent to enter into an agreement for services. The District shall not be responsible in any manner for the cost associated with preparing a response/proposal and/or participating in an interview. The Response, 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 Response 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. Please Complete Exhibit G – Certification – Request for Qualifications and Exhibit H – Request for Proposals and Statement of Qualifications for Material Testing and Inspection Consulting Services.

9. DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

In accordance with Education Code 17076.11, 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 provide services as a result of an RFP process. Please review Exhibit I – Statement of Intent to Meet DVBE Participation Goal and state whether or not the Consultant will be able to satisfy the requirements.

Exhibit A

LAND SURVEY STANDARDS

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.
8. Provide an electronic file on CD to the District of all survey drawings utilizing AutoCAD version 2004.
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 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) 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 or otherwise known 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.

13. Names of adjoining owners of platted lands.
 - (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 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" 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 1/2"), 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.
8. Provide an electronic file on CD to the District of all survey drawings utilizing AutoCAD version 2004.
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 exists, 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 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 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 or otherwise known 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.
- 13. Names of adjoining owners of platted lands.
 - (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.

Exhibit B

Firm Information Form

Consultant Type _____

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):

2009
 2010
 2011
 2012
 2013

| 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 Consultant | Level of Education/ Degree Obtained | Years of Experience | |
|---|-----------------------------|--|---------------------|------------------------------|
| | | | Similar Work | Community College Work |
| 1 | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ | _____ |

Sub-Consultants

| | Name of Proposed Sub-Consultant | Area of Service | Years of Experience | |
|---|------------------------------------|-----------------|---------------------|------------------------------|
| | | | Similar Work | Community College Work |
| 1 | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ | _____ |

Exhibit C

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 SOQ 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: _____
Print Name: _____

Title: _____
Date: _____

Exhibit D

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 E

Team Member Experience Form

List of Community College Districts Consultant Has Worked For:

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

Background

| | |
|--------------------------------|-------|
| Proposed Consultant Name | Title |
| Firm Name (at time of Project) | |

Project Details

| | | |
|-------------------------|-----------------|--------|
| Project Name | Client/District | |
| Project Lead Name/Title | Phone | E-Mail |

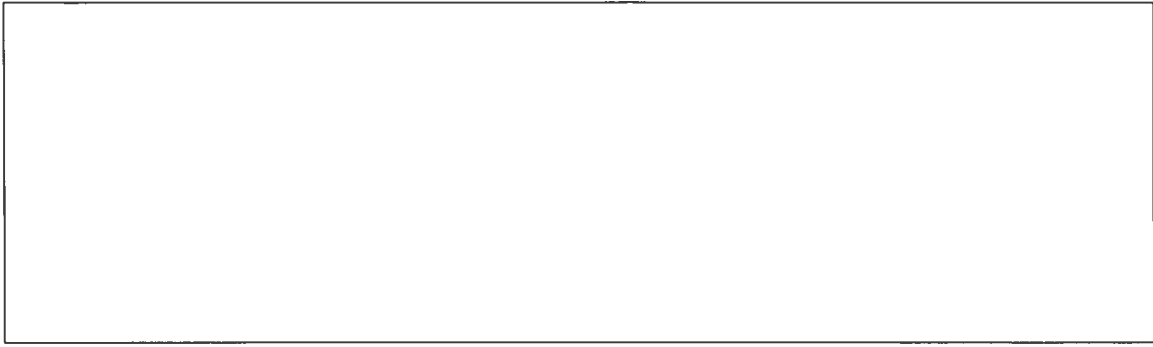
Address

| DSA Project # | DSA Certified (Yes/No) | Project Scope ⁽¹⁾ | School Type ⁽²⁾ | Project Start Date | Project Completion Date |
|---------------|------------------------|------------------------------|----------------------------|--------------------|-------------------------|
|---------------|------------------------|------------------------------|----------------------------|--------------------|-------------------------|

Total Cost

Consultant Title and Duties for this Project:

Project Narrative (firm's role, responsibilities, challenges, how Consultant met Client/District's needs, describe project and responsibilities in detail, demonstration of how this project experience contributes to thorough knowledge of Commissioning requirements for public school buildings in California, and demonstration of how this project experience contributes to familiarity with California building code requirements relating to school sites and buildings):



- (1) Project Scope: RE-Renovation/Remodel/Repurpose, ADD-Addition/Expansion, NEW-New Construction, FIX-Repair, PLAN-Planning.
- (2) School Type: ES-Elementary School, MS-Middle School, K8-Kindergarten-8th Grade, HS-High School, CCD-Community College, HE-Other College, NS-Non-School/Other

Exhibit F

Team Member Resume Form

Proposed Consultant Name

Title

Firm Name

Proposed Position

Years w/Firm

Years w/Previous
Firms

Years w/ Community
College Experience

Availability

Education Specific to Position (School/Year/Degree/Subject):

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|

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

| |
|--|
| |
|--|

Skills Relevant to the Proposed Project:

| |
|--|
| |
|--|

List of Community College Districts Consultant Has Worked For:

| |
|--|
| |
|--|

Exhibit G

Certification Form

I certify that I have read and received a complete set of documents including the instructions for submitting an SOQ regarding the attached **REQUEST FOR STATEMENT OF QUALIFICATIONS/REQUEST FOR PROPOSAL - LAND SURVEYING CONSULTING SERVICES**, I further certify that I must submit six (6) single-sided copies, one unbound marked "Master" and five (5) bound in a white 3 ring "D" binder, along with one (1) CD EACH containing a complete, single-document PDF version of the Statement of Qualifications in response to this request and that I am authorized to commit the firm to the qualifications submitted.

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

FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

| | |
|-------------------------|-----------------------------------|
| _____ Signature | _____ Typed Name |
| _____ Title | _____ Company |
| _____ Street Address | _____ City, State and Zip Code |
| _____ Telephone | _____ Fax |
| _____ Date | |

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

Exhibit H

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 Statement of 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 that:

- 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 qualifications process (i.e. from the date the RFQ and/or RFP is released to the conclusion of the selection process) any Interested Vendor, Firm, Contractor and/or Consultant, if it is determined that any such individual(s) who work and represents such companies for business purposes communicates, contacts and/or solicits Board Members in any fashion shall be disqualified from the RFQ and/or RFP selection process, and may result in the removal of the Vendor, Firm, Contractor and/or Consultant from any pre-existing established pre-qualified list, as well as the removal from the "interested vendors list."

FAILURE TO SIGN THIS FORM MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Exhibit I

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 an Agreement, 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 subcontractors and/or suppliers:

Names of Sub-Consultants:

Names of Suppliers:

Signature of Consultant

Date

Exhibit J
Billing Rate Information

(By Surveyor CBPELS Approval)

Firm Name:

| Land Surveyor Job Title | Hourly Rate | Daily Rate | Project Rate |
|-------------------------|-------------|------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

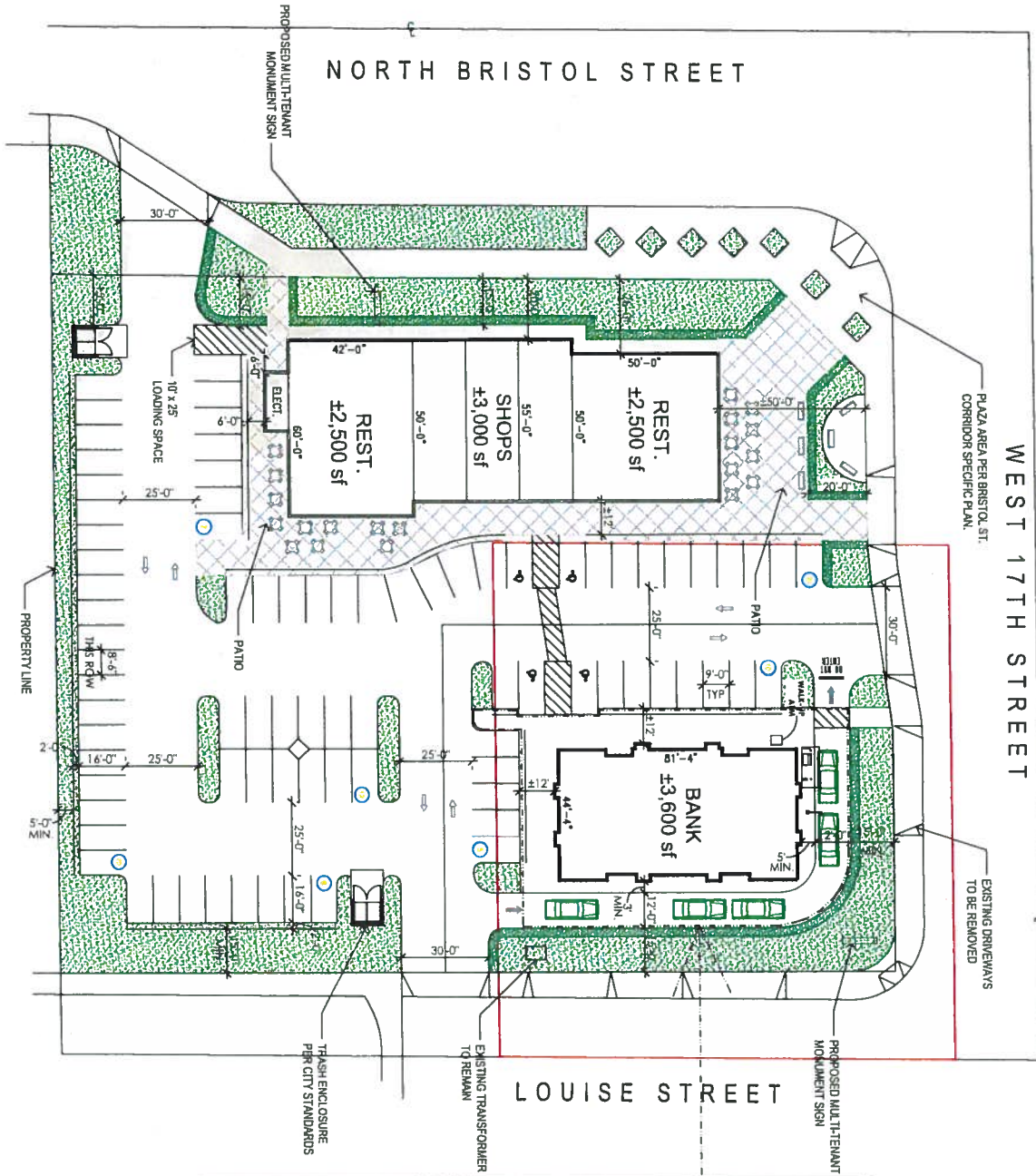
Effective Date of Rates _____ Signature _____

NOTE: Consultant will *propose* an all-inclusive hourly fee for all of the services describe in Section 5 above. All other services not included herein shall be negotiated as required.

INVOICES, PAYMENT TERMS, AND INDEMNITY PER DISTRICT CONSULTING AGREEMENT.



EXHIBIT K



SCOPE OF WORK LINE

| | |
|----------------------------|-----------|
| BLDG. AREA: | |
| BANK | 3,600 SF |
| REST. SHOPS | 8,000 SF |
| TOTAL | 11,600 SF |
| PARKING REQUIRED: | |
| BANK | 15 STALLS |
| ATM | 2 STALLS |
| RESTAURANTS | 80 STALLS |
| TOTAL | 97 STALLS |
| PARKING PROVIDED 83 STALLS | |
| PARKING VARIANCE: 15% | |