REQUEST FOR QUALIFICATIONS/ REQUEST FOR PROPOSAL #1516-145

CONSULTING SERVICES FOR DOOR LOCKS AND HARDWARE SURVEY AND ASSESSMENT

RANCHO SANTIAGO
Community College District

Request for Qualifications/Proposals must be received no later than
May 18, 2016 at 4:00 PM

RFQ/RFP Issued: May 3, 2016
RFQ/RFP Due: May 18, 2016

Submit Response To: RSCCD District Safety & Security
2323 N. Broadway, Suite 112
Santa Ana, CA 92706-1640
Attention: Alistair Winter
Chief, District Safety & Security

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

1.1 Purpose
By way of this Request for Qualifications/Request for Proposal (“RFQ/RFP”), the Rancho Santiago Community College District (“District”) seeks to obtain information that will allow the District to prequalify a limited number of Consulting Firms (each a “Consultant”) to provide Door Hardware Consulting Services (“Services”) Districtwide (“Project”). 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.

1.2 Qualified Consultant
All Consultants submitting a Statement of Qualifications/Proposal (“Response”) in response to this RFQ/RFP 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 environmental investigation projects for Community College districts. 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 Submission
If your firm is interested in perform services for the projects, on behalf of the District, please submit to the District a Proposal in accordance with this RFQ/RFP. Proposals must be received by 4:00 P.M. on May 18, 2016. Proposals will be date stamped to record receipt thereof. The proposals may be mailed or delivered in person during normal business hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday. Delivery of proposals is the sole responsibility of the Consultant. All proposals must be signed and become the property of the District. The address for submission of the proposals is:

Rancho Santiago Community College District
District Safety & Security
ATTN: Alistair Winter, Chief
2323 North Broadway, Suite 112
Santa Ana, CA 92706-1640

1.4 Response Format
Each Consultant is required to submit an Response 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. Consultant’s response shall not exceed twenty (20) pages, excluding Exhibits. Each hardcopy of the response must be bound individually, single-sided, tabbed, and organized in order and include all sections and information as stated in Part 4, Statement of Qualification. Each Consultant shall submit four (4) bound hard copies and one (1) electronic copy, in PDF format with bookmarks, of the RFQ/RFP. The District will evaluate the RFQ/RFP based on the responsiveness to District requirements listed.

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

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

1.5 Questions
Consultants must carefully read the entire RFQ/RFP prior to submitting questions as most questions will be answered in this RFP. If, however, you should have questions regarding this RFQ/RFP, please email winter_alistair@rsccd.edu All questions must be submitted in writing. The question deadline for this RFQ/RFP April 11, 2016 by 5:00 pm. After this deadline, the District will not answer, address, and/or review any questions interested Consultants might submit. Responses to all questions received prior to the deadline will be provided to all Consultants.

2. PROJECT NARRATIVE / PROJECT DESCRIPTION

2.1 Background
Consultant shall provide a districtwide comprehensive survey and assessment of door hardware and locks for the purpose of determining locations for conversion to appropriate security door lock/lever sets to be in accordance with California Assembly Bill 211 (2009-2010 Regular Session, Chapter 430) and Division of State Architect Bulletin BU 11-05, that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. In all cases, accessibility requirements must be maintained. For this assignment, the Qualified Consultant is required to identify all doors, where there are 5 or more occupants, to be corrected to meet the lock-down requirements. The intent is to identify all hardware by location that do not meet the criteria set forth in the Assembly Bill and DSA Bulletin and present a report with recommended corrective measures to the District for review.

2.2 Project Description
The Consultant is expected to provide field survey of doors and door locks and hardware by type and location for the following District facilities:

1. Santa Ana College
   1530 W. 17th St.
   Santa Ana, CA 92706

2. Santiago Canyon College
   8045 E. Chapman Avenue
   Orange, CA 92869

3. District Operations Center
   2323 N. Broadway
   Santa Ana, CA 92706

4. Centennial Education Center
The major site locations are listed above and may be subject to change based on the District requirements. There should be a single point of contact from the Locks and hardware survey and Assessment Consultant.

3. SCOPE OF SERVICES

3.1 Scope of Services
The scope of services, as defined below, may include but is not limited to:

SITE SURVEY

- Survey of all sites listed in this RFQ/RFP and any additional locations that may be added at the discretion of District.
- Provide a schedule tied to dates and locations identifying the expected progression and completion of the survey for all facilities listed.
- Provide draft reports / matrices of the completed survey locations and assessments as deliverables.
- Coordinate all site visits and building access with the appropriate (to be identified) security personnel or designee.
- Survey should include at a minimum by building and by floor room use, room number, door(s) location, type (metal, wood, fire rated), hardware and lock type and manufacturer, keyed or non-keyed access for ingress and egress, in door or door adjacent glazing with dimensions.

REVIEW
Upon completion of the survey and assessment review findings with the appropriate District security and site personnel. The consultant shall provide the following series of deliverables:

- Provide a Draft deliverable report by site for District personnel review with an assessment of doors and a recommendation for each.
- Provide an electronic format that is searchable based on the various elements assessed in the report.
- Provide recommendations by location based on existing conditions that meet the requirements of AB 211 and DSA BU 11-05.
- Provide a cost estimate for the conversion of existing locks and hardware to AB 211 compliant locks and hardware.
- All recommendations should be consistent with district Design Guidelines.
The Draft and Final reports shall provide a unit cost per completed retrofit of door for various AB 211 compliant options - thumb turns, keyed access, electronic key, biometric or a fully automated system allowing for remote lock down of a room, a floor, a wing of a building, multiple buildings or the entire campus.

Provide the District with an option that allows/facilitates an open protocol system should the District choose to integrate the controls into other remotely managed systems.

Provide cost estimates in the same format for other emergency locking systems that may not meet the requirements of AB 211 and DSA BU 11-05. This should be provided in the same format as other deliverables as noted below in the Final Report section.

**FINAL REPORT**

- No recommendations shall violate or compromise the required fire rated doors and assemblies.
- Recommendations shall remain compliant will all other applicable ADA (Americans with Disabilities Act) requirements.
- Make recommendations when District standards are not currently applied.
- Final report shall be in electronic format (Excel or other in addition to PDF).
- Final report shall contain sufficient detail and be organized in a format that allows the District to utilize it for bidding all or various portions and the District sees fit. The final report may be provided in a form of a detailed door hardware schedule with an itemized list of hardware requirements and quantities per site and per building segmented in hardware groups similar to typical door hardware schedule found in a construction document.

**MEETINGS**

- Include in basic contract scope - at no additional cost - meetings for each site meetings to review existing conditions, recommendations changes in compliance with AB 211 and DSA BU 11-05. The expectation is that there will be multiple meetings to solicit input from site staff and administration to gain an understanding of specific conditions, concerns and functions on the sites.
- Include in basic contract scope - at no additional cost - meetings to provide progress updates, the Draft and Final reports and presentations to the Board of Trustees.
- Include in the basic contract scope - at no additional cost - meetings to address questions at time of bid and meetings to provide clarification and technical expertise as needed during project implementation.

### 3.2 Deadlines

Each Consultant must be prepared to provide turn-key services for such consulting services as the District may hereafter require. Each Consultant must be prepared and equipped to provide such services in an expeditious and timely manner and on relatively short notice so as to enable the District to meet critical, and at times unpredictable, time deadlines and schedules.
The District shall not be responsible in any manner for the costs associated with the preparation or submission of Consultant’s Response. The Response, including all drawings, plans, photos, and narrative materials, shall become the property of the District 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.

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

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

4. PROPOSAL STATEMENT

4.1 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.

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

4.3 Firm Experience
Provide a summary of Consultant’s relevant expertise and experience in cost estimating 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 cost estimating 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 cost
estimating 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.

4.4 Current Workload and Availability
State the consultant’s ability to provide the Services in a timely matter. State if the Consultant provides those types of services exclusively. Provide a list of current and anticipated commitments involving personnel that Consultant will assign to this Project

4.5 Project Team
Please identify your firm’s proposed team, key personnel and staff members and their specific expertise and experience in cost estimating 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.

4.6 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.

Any sub-consultants designated by the Consultant shall be subject to approval by the District in writing prior to performing any work on behalf of the Consultant. The District has the sole discretion to reject any sub-consultants proposed by the Consultant whether designated by Consultant in its RFQ/RFP or not. Any replacement sub-consultants shall be subject to the District’s prior written approval.

4.6 Fee Proposal and Billing Rates
Consultant shall propose a not-to-exceed fee for all services described in this RFQ/RFP. Consultant’s 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.

Utilizing Exhibit E – Billing Rate Form, provide billing rates for all personnel and/or categories of employees (including sub-consultants) as well as any overhead or other special charges. If applicable, Consultant’s RFQ/RFP should include estimates for certain standardized components of the services. Provide any planned escalation rate for future years if already determined. All other services not included herein shall be negotiable as required.
All proposed reimbursable expenses shall be directly related to the services required for the Project and must be supported by proper documentation and prior District authorization. Reimbursement shall not exceed cost plus 5%.

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

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

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

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

5. CONTRACT REQUIREMENTS

5.1 Insurance Requirements
Firms must have the ability to secure insurance coverage and provide Proof of 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
5.2 Disabled Veteran Business Enterprise Participation Goals
The Rancho Santiago Community College District supports a participation goal of at least 3 percent (3%) of the overall dollar amount expended each year to Disabled Veterans Business Enterprises (DVBE). If Consultant is selected to provide services to the District, Consultant will be required to sign and return a Certification form (copy included with these RFP 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. The DVBE documentation will be required if the Consultant is chosen to provided services as a result of an RFP process.

6. SELECTION CRITERIA / 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.

6.1 Selection Criteria
Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting 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 traffic engineering and applicable laws and requirements for public works projects in general and school projects in particular.

- **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.

- **Approach to Work.** This includes project management coordination methodologies, analysis and study approaches, ability to respond to emergencies, delays and consultant’s ability to communicate effectively with District personnel, and offer advice in the best interest of the District.

- **Cost Control.** Consultant’s SOQ will be evaluated on the billing rates for providing services. This includes cost control procedures, preliminary cost estimates, personnel utilization, billing rates for personnel and Consultant’s policies respecting the pass-through to the District of overhead costs.

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

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

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

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 RFP’s, including all drawings, plans, photos, and narrative materials, shall become the property of the District upon the District’s receipt of same. The District shall have the right to copy, reproduce, publicize and/or dispose of each RFP in any way that the District may choose. The District reserves the right to negotiate the terms and conditions of any agreement for services that may hereafter be let by the District.
Exhibit A – Firm Information Form

Background

Firm Name ___________________________ Address ___________________________

Yr Est. ______ Phone ______ FAX ______ E-Mail ___________________________

Principals/Officers to Contact:

Primary Contact Title ___________________________ Phone ______ E-Mail ______

Secondary Contact Title ___________________________ Phone ______ E-Mail ______

Is the firm authorized to do business in CA? □ Yes □ No
If Yes, on what basis? □ CA Corp □ CA Business License □ Other: ______

Any former address or parent company? □ Yes □ No
If Yes, please specify: ___________________________

Type of Firm: □ Sole Owner □ Partnership □ Corporation
□ Joint Venture □ Other: ___________________________

DVBE Participant? □ Yes □ No

Experience

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

□ 2011
□ 2012
□ 2013
□ 2014
□ 2015

Years of Service □ Community College

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
## Personnel

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

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

<table>
<thead>
<tr>
<th>Proposed Consultant Name</th>
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<tr>
<td>Firm Name</td>
<td>Proposed Position</td>
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<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. These will not be acceptable reimbursable items.

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<th>Job Title</th>
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Reimbursable Expenses

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Signature

NOTE: All licensed professionals in responsible charge of the work MUST be directly employed by the responding Consultant and NOT employed as a Sub-Consultant. Consultant will propose an all-inclusive hourly fee for all Services describe in the RFP. Consultant's proposed fee should include and account for all direct labor costs, fringe benefits, travel, insurance, overhead, profit, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.
Exhibit 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) CD containing a complete, single-document PDF version of the firm’s SOQ in response to this request and that I am authorized to commit the firm to the SOQ submitted.

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

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

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<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

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

[Seal provided here]
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
Questionnaire Form for Local Hire and Local Business

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

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

“Local Business” means a business that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the Consultant submits a response to this RFQ. 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 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 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:

________________________________________
________________________________________
________________________________________
________________________________________