REQUEST FOR QUALIFICATIONS/
REQUEST FOR PROPOSAL #1314-59

CEQA CONSULTING SERVICES

for

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

and

17th & BRISTOL STREET at SANTA ANA COLLEGE

RFQ/RFP Issued: July 1, 2014
RFQ/RFP Due: July 23, 2014
Submit Response To: RSCCD Facility Planning, Construction and District Support Services
2323 N. Broadway, Suite 112-3
Santa Ana, CA 92706
Attention: Carri M. Matsumoto
Assistant Vice Chancellor
Questions or Clarifications: The District respectfully requests that respondents refrain from questions or inquiries during the RFP process. If however, you need to do so, please direct these questions via email to:
Wolfe_simone@rsccd.edu
Simone Wolfe (714) 480-7510
By way of this Request for Qualifications/Request for Proposal (“RFQ/RFP”), the Rancho Santiago Community College District (“District”) seeks to obtain proposals from a limited number of qualified firms (each, a “Consultant”) to provide CEQA Consulting services for various projects and specifically for 17th & Bristol Street project at Santa Ana College 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 consultant that is extremely familiar with all applicable regulations and industry guidelines especially as they apply to the District facilities projects, and be capable of providing work product that will enable the District to strictly comply with said requirements. 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. 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 CEQA services for various projects and specifically for 17th & Bristol Street project at Santa Ana College 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. The deadline for receipt of all materials responsive to this RFP is Thursday, July 23rd at 2:00pm, (the “Response Deadline”). Note that Responses delivered after the Response Deadline may not be considered. 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 4:00 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:

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 a proposal 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 four (4) copies of proposals (one unbound marked “Master” and three format) and one (1) CD with a PDF version of the proposals. The District will evaluate the proposals based on the responsiveness to District requirements listed. The Consultant(s) being sought through this RFP 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. All inquiries should
be sent via email to the noted party herein by Monday, July 7th at 11:00am.

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 CEQA consulting services for various projects and specifically for 17th & Bristol Street project at Santa Ana College 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 CEQA consulting services for various projects and specifically for 17th & Bristol Street project at Santa Ana College. The District, on an “as-needed” basis, will request proposals from one or more Pre-Qualified Consultants to provide CEQA consulting services for various projects 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.)

1. PROJECT NARRATIVE / PROJECT DESCRIPTION

For the RFP portion we’re looking for a proposal for CEQA Consulting Services for the 17th Street and Bristol Street project in Santa Ana, part of Santa Ana College. Please see exhibit K for background, and site description. The proposal should be included within the RFQ and not as a separate document.

2. SCOPE OF SERVICES

The District is seeking the services of Consultants to provide CEQA Consulting Services for various facilities improvement projects relative to the implementation of the Facility Master Plan (“FMP”) and current on-going capital facility projects, as deemed appropriate by the District. The District is looking to utilize a variety of services which may include environmental services such as, but is not limited to preparing various reports, and understanding all applicable CDE guidelines relative to school site selection and approval. The scope of such services could include, but are not limited to:

- Preparation of all CEQA documentation according to all applicable State and local requirements, including all notices (Notice of Determination, Notice of Completion, etc), Initial Study (IS), Categorical Exemption (CE), Negative Declaration (ND), Mitigated Negative Declaration (MND), or Environmental Impact Report (EIR), as determined by the IS, as well as the Responses to Comments, Mitigation Monitoring Reporting Program (MMRP), and Findings;
- Coordination and supervision of sub-consultant specialists as required for this project, including but not limited to biological resources, cultural resources,
hazard assessments. The District may also choose to retain its own consultants for technical studies such as traffic and cultural studies.

- Coordination of meetings, CEQA presentations, and consultation with the public in scoping meetings and public hearings;
- Collaboration and coordination with District staff and various consultants, as well as state and local agencies as required;
- Provision of advice to District staff and consultants on CEQA procedures, requirements and substantive issues, including the public noticing process, filings with state and local agencies, and the feasibility of specific mitigation measures;
- Attendance at various District and public meetings, as required.

Specific scope of work tasks include:

Project Initiation: This task includes meeting with District staff and consultants to discuss project history, project description, specific project issues, and CEQA schedule. District will provide copies of previously completed studies and the project site plan as available. Consultant will prepare the CEQA project description and submit to District staff for review.

Administrative Draft Initial Study: The consultant shall prepare an Initial Study Checklist to determine the appropriate CEQA documentation for this Project. The format shall be based on the most current CEQA requirements and checklist per the Office of Planning and Research (OPR).

Exemption, ND, MND or EIR: Based on the analysis within the Initial Study, the Consultant shall prepare either a Draft Exemption, Draft ND with or without Mitigation Measures (MND), or Draft EIR.

Draft ND, MND or EIR: Once the Draft CEQA document is approved by the District, the Consultant will prepare all notices and distribute copies of the document to the Office of Planning and Research (OPR) and other public agencies per the State CEQA Guidelines. The District will provide the consultant with a certified mailing list, and the consultant will prepare and distribute all Notices of Availability (NOA) and Notice of Intent to Adopt (NOI). The Consultant will provide the District with a list of all mailings for the record.

Response to Comments and Final MND or EIR: If an MND or EIR is prepared, the Consultant will respond to all comments received during the public review period of the MND or EIR and prepare a Response to Comments document for the Final CEQA document.

Mitigation Monitoring and Reporting Program (MMRP): If it is determined through preparation of the Initial Study that an MND is the appropriate CEQA document, the Consultant will prepare an MMRP for inclusion in the Final CEQA document, pursuant to Section 1081.6 of the Public Resources Code.

Findings: The Consultant will prepare all necessary CEQA findings for inclusion in the Board of Trustees Resolution for adoption of the CEQA document.
Noticing: The Consultant will prepare all appropriate and required noticing, which includes but is not limited to: public notices, NOI, NOC and NOD.

Project Meetings: It is anticipated that the following meetings would occur with implementation of the CEQA scope of work: one (1) project initiation meeting, two (2) progress meetings, and any additional meetings as needed.

Consultant shall provide reports in hardcopy and electronic formats to the District as follows:
- three (3) hard copies and one (1) electronic copy of the Administrative Draft Initial Study for District review.
- three (3) hard copies and one (1) electronic copy of the Draft CEQA document for District review.
- seven (7) hard copies and one (1) CD containing an electronic copy in PDF of the CEQA Document and NOA and/or NOI.

Consultant shall also provide copies of draft and final reports to public agencies as required.

Each Consultant responding to this RFQ/RFP must be prepared to support CEQA services ranging from renovations, modernizations, new construction, exemptions etc. 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. REQUIREMENTS OF THE WORK

Each Consultant must be prepared to provide turn-key services for such CEQA consulting services for various projects services and specifically for the 17th & Bristol Street project at Santa Ana College 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.

4. COMPLIANCE WITH ALL APPLICABLE LAWS

Consultant’s proposal must set forth Consultant’s understanding of all applicable CEQA, NEPA, SHPO, Health and Safety laws, guidelines, and requirements including Cal/OSHA Title 8, the EPA (Environmental Protection Agency), the Education Code, the CDE (California Department of Education), the California Division of State Architects (DSA) regulations, and local ordinance 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 same and the methodology by which Consultants will do so. Consultant proposal 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.

5. QUALIFICATIONS/PROPOSALS RESPONSE FORMAT

The District is seeking the services of a Consultant to provide CEQA consulting services for various projects and specifically for the 17th & Bristol Street project at Santa Ana College.

For the RFQ/RFP portion of this response a consultant’s response shall not exceed 25 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.

5.1 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 CEQA services approach, and experience as it relates to basic services as outlined in the 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 A – Firm Information and Exhibit B – Firm Questionnaire Form.

5.2 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.

5.3 A summary of Consultant’s relevant expertise and experience in comprehensive CEQA consulting services and specifically for the 17th & Bristol Street project at Santa Ana College, especially as it relates to community college sites and facilities. A Consultant 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 Consultant’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.

5.4 Appropriately detailed description of projects (particularly community college projects) that consultant has worked on within the last five (5) years which demonstrates Consultant’s relevant CEQA 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 C – Firm Experience Form for each project, provide a minimum of five (5) completed CEQA engineering 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 C Form, provide project-specific information relating to CEQA 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 Consultant 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 C 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.

Identification of Consultant’s project team, key personnel and staff members and their specific expertise and experience in CEQA consulting services,
especially as it relates to school sites, community college 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 D – Team Member Experience.

Using Exhibit E – Team Member Resume Form, provide a minimum of five (5) relevant projects completed within in the last five (5) years for EACH proposed staff member. ONLY provide this form for the lead consultant(s) and all other team members who will be working directly with the District. Prime consideration will be given to Consultants who propose staff members with experience in community college projects of similar size, type, and difficulty. Provide this form for both the prime Consultant and any Sub-consultants.

5.5 For all of the firm’s CEQA Engineers, the firm shall include Hydrology and Water Quality, Noise and Transportation & Traffic qualifications, and any other license/certifications relating to this RFQ/RFP.

5.6 A schedule of sub-consultant, or sub-CEQA consultant categories, if any, which are likely to be used by your firm or consultant in carrying out any work that may hereafter be awarded to Consultant by the District. Identify, any outside 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.

5.7 A schedule of all Community College 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.

6. 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 CEQA 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 I – Billing Rate Information.
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.
4) Provide a specific billing rate for the 17th & Bristol Street project.

Consultant will propose an all-inclusive hourly fee for all of the services described in previous Section 2. 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.
7. WORKING CONDITIONS

Each Consultant 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 Consultant’s activities may require kneeling, bending, climbing ladders, stepping over trenches, etc.

8. INSURANCE: Insurance Requirements.

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

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

- Owned, non-owned and hired vehicles;
- Blanket contractual;
- Broad form property damage;
- Products/completed operations; and
- Personal injury;
- Professional liability insurance, including contractual liability, with limits of $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.

9. SELECTION CRITERIA / EVALUATION PROCESS

9.1 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 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.
- Record of Past Performance. This includes work quality, completion of work on schedule, cost controls, contracts held with the District or other over the last 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.

9.2 **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 RFPs, and/or (iii) provide for other mechanisms for Consultants to become Pre-Qualified to provide CEQA 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 RFQ/RFP.

This request for Qualifications 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 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 Qualifications/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 F – Certification Form – Request for Qualifications and Exhibit G – Statement of Non-Conflict of Interest.

10. 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 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. Please note that DVBE documentation is included in this RFQ/RFP but is not required to be submitted in the PROPOSALS. The DVBE documentation will be required if the Consultant is Pre-Qualified and then chosen to provided services as a result of an RFP process. Please review Exhibit H – Statement of Intent to Meet DVBE Participation Goal and state whether or not the Consultant will be able to satisfy the requirements.
Exhibit A
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):

☐ 2010
☐ 2011
☐ 2012
☐ 2013
☐ 2014

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: __________

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

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<th>Name of Proposed Sub-Consultant</th>
<th>Area of Service</th>
<th>Years of Experience</th>
<th>Community College Work</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 PROPOSALS 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:

Exhibit D
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

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<th>Proposed Consultant Name</th>
<th>Title</th>
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Firm Name (at time of Project)

Project Details

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Client/District</th>
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<td>Project Lead Name/Title</td>
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<th>DSA Project #</th>
<th>DSA Certified (Yes/No)</th>
<th>Project Scope (1)</th>
<th>School Type (2)</th>
<th>Project Start Date</th>
<th>Project Completion Date</th>
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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 CEQA 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): |

RFQ/RFP #1314-59 CEQA services and 17th & Bristol Street at Santa Ana College
Page 17 of 25
(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 E  
Team Member Resume Form

<table>
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<tr>
<th>Proposed Consultant Name</th>
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<tr>
<th>Firm Name</th>
<th>Proposed Position</th>
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<tr>
<th>Years w/Firm</th>
<th>Years w/Previous Firms</th>
<th>Years w/ Community College Experience</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):

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 F
Certification Form

I certify that I have read and received a complete set of documents including the instructions for submitting a qualification/proposal regarding the attached REQUEST FOR QUALIFICATIONS/REQUEST FOR QUALIFICATIONS/PROPOSAL – CEQA CONSULTING SERVICES FOR VARIOUS PROJECTS AND SPECIFICALLY FOR 17TH & BRISTOL STREET PROJECT AT SANTA ANA COLLEGE. I further certify that I must submit four (4) single-sided copies, one unbound marked “Master” and three (3) 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 QUALIFICATION/PROPOSAL, 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 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 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 H
Statement of Intent to Meet DVBE Participation Goals

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

Set forth below is a list of the anticipated participation of DVBEs which ___________________ (the "Consultant") intends to use as part of its Agreement for CEQA Consulting Services for various projects and specifically for the 17th & Bristol Street Project (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 I**
Billing Rate Information

Firm Name:

<table>
<thead>
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<th>Consultant Job Title</th>
<th>Hourly Rate</th>
<th>Daily Rate</th>
<th>Project Rate</th>
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Effective Date of Rates ______________ Signature _______________________

**NOTE:** Consultant will *propose* an all-inclusive hourly fee for all of the services describe in Section 2 above. All other services not included herein shall be negotiated as required.

**INVOICES, PAYMENT TERMS, AND INDEMNITY PER DISTRICT CONSULTING AGREEMENT.**
Exhibit K
Project Description

Background
Located at the corner of West 17th Street and Bristol in Santa Ana on about 65 acres, Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community. Santa Ana College is looking toward its centennial celebration in 2015 with great optimism.

Through their approval of Bond Measure Q in 2012 authorizing up to $198 million to finance further renovations, repairs and new construction at Santa Ana College, the voters have affirmed Santa Ana College’s plans for future campus development. The College is currently undergoing the final phase of work on the Measure E projects and has laid a foundation of prudent planning for the construction of future projects. Santa Ana College is achieving its goal to transform its main campus into a place of unique physical character, founded on its mission, history, and identity.

For the Santa Ana Facilities Masterplan from 2011, please visit the link below

Site Description
The proposed site project is approximately 65,000 square feet (1.6 acre) and located at the southeast corner of Bristol and 17th Street. The property was recently acquired by Rancho Santiago Canyon College District for the Santa Ana College. The 1.6 acre is currently zoned as General Commercial (GC) in the City of Santa Ana’s General Plan. The prior uses on the vacant lot included an auto repair shop and commercial offices with associated surface parking lot. General Commercial land uses provide neighborhood facilities and services, including shopping, recreation, cultural and entertainment activities, employment, and education. Additionally, the GC zoning district also includes support facilities and services for industrial areas including office and retail, restaurants and various other services. The 1.6 acre lot would continue to provide support services for the adjacent land uses (i.e., parking for Santa Ana College campus). Automobile parking lots and structures are permitted uses in the GC zoning district. The proposed project for surface parking lot is consistent with the Santa Ana General Plan.

Proposed Project
The project includes demolition of all on-site structures and developing the vacant lot into a parking lot for Santa Ana College. It is RSCCD’s intent to maintain the existing access to/from the site driveways.