

# REQUEST FOR QUALIFICATIONS/

## REQUEST FOR PROPOSAL #1415-97

### Furniture and Equipment / Move Management Consulting Services



**Request for Qualifications/Proposals must be  
received no later than**

**March 31, 2015 at 2:00 PM**

**RFQ/RFP Issued: March 9, 2015**

**RFQ/RFP Due: March 31, 2015**

**Submit Response To:** RSCCD Facility Planning, Construction and  
District Support Services  
2323 N. Broadway, Suite 112  
Santa Ana, CA 92706  
**Attention: Allison Coburn**  
**Facilities Project Manager**

**Questions or Clarifications:** All questions must be submitted in writing via  
email to: [Coburn\\_Allison@rsccd.edu](mailto:Coburn_Allison@rsccd.edu)

# 1. REQUEST FOR QUALIFICATIONS/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 Furniture and Equipment / Move Management Consulting Services (“Services”) for future various projects throughout the District and for the New Johnson Student Center Project, Johnson Interim Housing Project, and Building J Relocation 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, which should expedite the acquisition of needed services to 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 cost estimating projects for Community College projects. All licensed professionals in charge of the work must be directly employed by the responding Consultant and not employed as a Sub-Consultant. The total value of work for a project may range from thousands to millions of dollars. Each Consultant responding to this RFQ/RFP should be prepared and equipped to provide 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. Pre-qualified Consultants are in no way guaranteed to receive any work from the District.

Consultants may choose to submit a proposal for Furniture and Equipment Services and/or Move Management Services and is not required to submit for both. As a result, the District will establish two (2) Prequalified Consultant lists:

- (1) Furniture and Equipment Consultant
- (1) Move Management Consultant

## 1.3 Submission

If your firm is interested in perform Services, on behalf of the District, please submit to the District a Response in accordance with this RFQ/RFP. Responses must be received by **2:00 P.M. on March 31, 2015.** Responses will be date stamped to record receipt thereof. Responses may be mailed or delivered in person during normal business hours, which are **8:00 a.m. to 5:00 p.m., Monday through Friday.** Delivery of Responses is the sole responsibility of the Consultant. All Responses must be signed and become the property of the District. The address for submission of the Response is:

Rancho Santiago Community College District  
Facility Planning, District Construction and Support Services  
ATTN: Allison Coburn, Facilities Project Manager  
2323 North Broadway, Suite 112  
Santa Ana, CA 92706-1640

## 1.4 Response Format

Each Consultant is required to submit a 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 Qualifications/Proposal Response Format. Each Consultant shall submit **five (5)** bound hard copies and **one (1)** electronic copy, in PDF format with bookmarks, of the Response. The District will evaluate the Responses 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 RFQ/RFP. If, however, you should have questions regarding this RFQ/RFP, please email Allison Coburn, Coburn\_Allison@rscdd.edu. All questions must be submitted in writing. The question deadline for this RFQ/RFP is **Tuesday, March 17, 2015 by 4 p.m.** After this deadline, the District will not answer, address, and/or review any questions interested Consultants might submit. Responses to all questions received prior to the deadline will be provided to all Consultants.

### **1.6 Job Walk**

A non-mandatory job walk will be held on campus to tour the existing Johnson Center, Temporary Village and Building J on **Monday, March 16, 2015 at 3:00 pm. Please meet outside the existing Bookstore in Building U on the Santa Ana College Campus, 1530 W. 17th Street, Santa Ana, CA 92706.** This will be the only job walk held prior to submission of Responses. No additional date will be made available.

## **2. PROJECT NARRATIVE / PROJECT DESCRIPTION**

For the RFP portion, the District is seeking Proposals for Services, in accordance with Section 3, for the following three (3) projects at Santa Ana College, 1530 West 17th Street, Santa Ana, CA 92706:

### **2.1 New Johnson Student Center Project**

The Johnson Student Center is located in Building "U" at Santa Ana College. The existing 54,364 square foot building will be demolished and rebuilt. Currently, the Johnson Student Center houses the Bookstore, Health Center, Disabled Students Program & Services (DSPS), EOPS, Classrooms, Tutorial Learning Center, Student Activity Center, Student Government, Student Business, Conference Rooms, Kitchen and Dining Facilities, and support spaces.

The new Johnson Student Center is anticipated to be approximately 67,000 gross square feet. The new building has been programmed to house the Student Store / Internet Café / Grab-n-Go Food, Student Business Office, Financial Aid, Health Center, Student Life, Student Activity Center “The Spot”, Student Government, International Students Program, DSPS, EOPS / CalWORKS, Culinary Arts Program, Conference Center, and support spaces. The new Johnson Student Center will receive new Furniture and Equipment (F&E).

## **2.2 Johnson Interim Housing**

The existing Johnson Student Center will be off-loaded to the existing Temporary Village on campus. The Temporary Village includes 30,000 gross square feet of District owned portables to be utilized by the Johnson Student Center occupants. The Temporary Village was originally built out and is being utilized for Dunlap building occupants, which is primarily lecture spaces with a few offices. The Temporary Village will be converted to primarily offices to accommodate the Johnson Student Center and will reuse existing F&E wherever possible.

## **2.3 Building J Relocation Project**

To accommodate the future STEM and Health Sciences buildings, three existing buildings (“Building J”) will need to be demolished (approximately 14,600 gross square feet combined). The items stored in these buildings will be relocated to the existing Maintenance Building Z. Building Z needs new shelving systems to properly accommodate and store the items in Building J. Note, the relocation of the “Quick Copy Center” and “Automotive Classroom” within these buildings are not part of this scope of work and will be accommodated by a different Consultant.

# **3. SCOPE OF SERVICES**

## **3.1 Scope of Services**

The District is seeking the services of a Consultant to provide Furniture and Equipment / Move Management Consulting Services (“Services”) for various facilities projects relative to the implementation of the Facility Master Plan and on-going capital facility projects, including but not limited to new construction, renovation, reconstruction projects, program-wide projects, infrastructure projects and/or maintenance projects.

Consultants may be called upon to provide Services that may include, but are not limited to, the following scope:

### **A. FURNITURE & EQUIPMENT SERVICES**

1. Provide an inventory list of existing F&E property to be incorporated into new or renovated buildings.
  - Inventory existing items and determine which are appropriate to be included in the new space.
  - Verify or develop project specific equipment lists for all items, including existing products to be moved to new space.
  - Coordinate the removal of existing F&E property that is designated for surplus or disposal.
2. Prepare space plan drawings
  - Prepare space planning floor plans (in AutoCAD) including F&E layout dimensions, anchoring details, electrical lock-out requirements, and installation sequencing.

- Review F&E floor plan layouts provided by Architect/Engineer (AE) teams to ensure compatibility of F&E product selections including the placement of power outlets, data ports, and other building system components that may interfere with the placement of F&E product.
  - Verify conformance with District-wide and college specific F&E standards and seek approval for variance of such.
  - Work with AE teams to provide flexible and cost-effective solutions for power and data and space plan for future needs.
  - Verify furniture layouts with State per full time equivalent student space standards for classroom and laboratories.
  - Review and confirm project and space plan building services necessary to support current and future F&E.
  - Verify/coordinate with architect compatibility of proposed classroom and/or office configurations with proposed furniture to ensure maximum efficiency use of designed spaces.
  - Develop cost estimates based on F&E floor plan layouts.
  - Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
  - Verify furniture layouts adhere to all State and Federal Americans with Disabilities Act (ADA) requirements.
3. Assist in Product Bidding and Procurement
- Develop schedule for product research, bidding, procurement, and installation which meets the District occupancy milestones.
  - Create project specific specifications and F&E purchase lists for product procurement.
  - Develop cost estimates to procure all F&E for each project.
  - Coordinate purchases of F&E within the established F&E budget.
  - Work collaboratively with the Purchasing department to ensure the procurement of goods and services is conducted in accordance with the procedures set forth by the Board of Trustees, the California Public Contract Code, the California Education Code, and other applicable laws of the State of California and the District's internal control policies.
  - Review all bid documents/F&E purchase lists and specifications with District and Project Team prior to bid or order.
  - Conform to the United States Green Building Council "LEED" performance requirements, as required.
  - Schedule, attend, and provide minutes for all meetings necessary to accomplish tasks noted above.
4. Delivery and Installation Coordination and Oversight
- Coordinate with the District, AE Team, and Contractor to ensure timely fabrication, delivery, and installation in relation to actual construction progress and schedule.
  - Attend construction coordination meetings or other meetings as necessary to ensure proper coordination with the contract and the project schedule. Create and monitor purchasing and installation schedules.
  - Review and approve product submittals.
  - Confirm deliveries, proper installation, and prepare punch list. Coordinate F&E installation with District, AE Project Team, Contractor, and others as requested.

- Receive and review operations and maintenance (O&M) manuals submitted by the vendors. Inform appropriate District of any required or optional training available to support new F&E items or systems.
- Follow up on repair or replacement of punch list items or undelivered product.

## B. MOVE MANAGEMENT SERVICES

Architects, contractors and other consultants are under contract with the District to provide design services, construction services and other consulting services. Key administration members from the campuses and District will be active in the planning and implementation of the Projects. Combined, such service providers and personnel are herein referred to as “District Contractors & Personnel”.

### 1. Move Plan

- Prepare a move plan that will lay out the various objectives, strategies, work sequencing, and mapping together with actions and responsibilities to be taken by various District Contractors & Personnel. The objective of the Plan will be to develop a workable strategy and sequencing approach that will elicit clear understanding by District Contractors & Personnel on the process.

### 2. Move Schedule

- Prepare a move schedule, incorporating both move and post-move phases. Schedule shall describe specific steps laid out in the Move Plan and attribute time frames along with task assignments. Consultant shall coordinate and integrate Consultant’s Services along with District Contractors & Personnel tasks and anticipated class schedules. A hierarchy of critical items shall be highlighted.

### 3. Labeling, Packing, & Item Placement Plan

- Prepare a move program and box labeling system. Assist the District in purchasing move materials and distribute them to faculty. Move items will be packed, prepared, and tagged by campus faculty for purposes of relocation in accordance with instructions provided by Consultant.
- In advance of F&E placement, Consultant shall indicate where large items are shown to be placed per plan so that instructors can verify clearances for operation.
- Identify any “surplus” items separately from the move items.

### 4. Move Process

- Supervise the Project Vendors in order to manage the Project in accordance with the latest approved plan criteria and schedule.
- Coordinate clarifications and approved changes in an effort to continue Project momentum and fulfill schedule and plan criteria.
- It is anticipated that items and equipment designated for long term storage after the move or designated as “surplus” will be identified during and after the move phase. Consultant shall support the District with a final plan for these items.

### 5. Project Close-out

- Once the move is complete, Consultant shall, jointly with designated Project Vendors and District Contractors & Personnel, prepare a report listing any pending items to be completed or corrected and a schedule for their resolution and/or completion.

- Coordinate the completion of pending items, evaluate the completion of the Project and develop a “punch list” of items that are determined incomplete or unsatisfactory. After the punch list items are completed, Consultant shall make recommendations to the District when work is ready for final inspection. Consultant shall assist the District and campus staff in conducting final inspections and approvals.

### **3.2 Deadlines**

Each Consultant must be prepared to provide turn-key services for such Consulting Services as the District may 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 SOQ must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.

### **3.4 Working Conditions**

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

## **4. STATEMENT OF QUALIFICATIONS/PROPOSAL RESPONSE FORMAT**

### **4.1 Firm Information**

Provide a cover letter and introduction, including the company name, 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 the RFQ, including plan review assessments, preparing reports, developing value engineering options, recommending changes to the specifications, and working with a project team.

### **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 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.

#### **4.5 Sub-Consultants**

Provide a schedule of Sub-Consultant, or Sub-Consultant categories, if any, that are likely to be used by your firm in carrying out Services for the District. For each Sub-Consultant, please list names, California license or registration numbers, contact person(s), business addresses, phone numbers, fax numbers, e-mail addresses, date established, and time associated with firm. Please complete **Exhibit D – Team Member Resume Form** for Sub-Consultants.

#### **4.6 Billing Rates**

Provide billing rates for all personnel and categories of employees as well as any overhead or other special charges. Provide Consultant's typical fee schedule as applicable, as well as any Sub-consultant fees or services that may be needed. Please use **Exhibit I – Billing Rate Form** and also provide for Sub-Consultants, if any.

Consultant hourly rates shall be **all-inclusive** and include/account for all direct labor costs, fringe benefits, travel, insurance, overhead, profit, and all other expenses the Consultant will incur in providing Services. All other services not included herein shall be negotiable as required.

#### **4.7 Fee**

Consultant shall propose a fee for each project utilizing **Exhibit J – Fee Proposal Form** for the Services described in Section 3.

#### **4.8 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.



#### **4.9 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.

#### **4.10**

Please complete **Exhibit K – Questionnaire Form for Local Hire and Local Business**.

### **5. 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 \$1,000,000 per claim;
- Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

### **6. SELECTION CRITERIA / EVALUATION PROCESS**

All Responses will be evaluated as per the selection criteria and evaluation process described below. All Consultants shall be advised and understand the policies applicable to contract award if selected.

#### **6.1 Selection Criteria**

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in selecting 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 F&E 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 of SOQ's**

SOQ's will be evaluated by a panel of individuals selected by the District. Selection for this proposal will not preclude nor guarantee the selected firm consideration for future District projects.

Based on its evaluation of the SOQs that it receives, the District may select a Consultant. 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 SOQ Deadline, (ii) send out additional RFQs, and/or (iii) provide for other mechanisms for Consultants to be selected to provide Services to the District.

## **6.3 Policies Applicable to Contract Awards**

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

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

The District reserves the right at its sole discretion to: (i) waive or correct any defect or informality in any response, (ii) withdraw this RFQ/RFP, (iii) reissue this RFQ, (iv) send out additional RFQ/RFPs, (v) reject any and/or all RFQ/RFPs, (vi) prior to submission deadline for RFQ/RFPs, modify all or any portion of the selection procedures including deadlines for accepting responses, Services to be provided under the RFQ/RFP, or the requirements for content or format of the RFQ/RFPs, (vii) waive irregularities, (viii) procure any services specified in this RFQ/RFP by any other means, (ix) determine that no projects will be pursued and/or (x) terminate or change the contracting process articulated in this RFQ/RFP because of unforeseen circumstances.

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

The SOQs, including all graphic and narrative materials, shall become the property of the District upon the District's receipt of the SOQ. The District shall have the right to copy, reproduce, publicize and/or dispose of each SOQ in any way that the District may choose.

The District reserves the right to negotiate the terms and conditions of any agreement for services that may hereafter be let by the District.

## 7. DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Rancho Santiago Community College District supports a participation goal of at least 3 percent (3%) of the overall dollar amount expended each year to Disabled Veterans Business Enterprises (DVBE). If Consultant is selected to provide services to the District, Consultant will be required to sign and return a Certification form (copy included with these RFQ documents) certifying that they will provide the District with information regarding the use of any DVBE contractors or consultants on the project.

Information about DVBE resources can be found on the Executive Branch's website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940. **Please note that DVBE documentation is included in this RFQ but is not required to be submitted in the SOQ.** The DVBE documentation will be required if the Consultant is Pre-Qualified and then chosen to provide services as a result of an RFP process. Please review **Exhibit H – Statement of Intent to Meet DVBE Participation Goal**.

# Exhibit A

## Firm Information Form

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: \_\_\_\_\_

	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 B

## Firm Information Questionnaire

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### 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 RESPONSE 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 C

## Firm Experience Form

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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 <sup>(1)</sup>: \_\_\_\_\_

Delivery Method <sup>(2)</sup>, if applicable: \_\_\_\_\_

Milestone Project Schedule: \_\_\_\_\_

DSA Application # \_\_\_\_\_

Project Narrative:

(1) Type of Project: RE - Renovation/Remodel/Repurpose, ADD - Addition/Expansion, NEW - New Construction, FIX - Repair, PLAN – Planning, AC – Access Compliance.

(2) Delivery Method: DBB – Design-Bid-Build, D-B – Design-Build, L-LB – Lease-Leaseback.

# Exhibit D

## Team Member Resume Form

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Proposed Consultant Name

Title

Firm Name

Proposed Position

Years w/Firm

Years w/Previous  
Firms

Years w/ community  
colleges

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/Accreditations (related to position and years acquired):

**Note: Do not list any certifications, licenses, etc. that are expired or not from the State of California.**

Skills Relevant to the Proposed Project:

List of Community College Districts Consultant Has Worked For:





# Exhibit F

## Certification Form

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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/Request for Proposal. 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/RFP in response to this request and that I am authorized to commit the firm to the SOQ/RFP submitted.

I consent to Rancho Santiago Community College District contacting references included in this SOQ/RFP, 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

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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

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The Rancho Santiago Community College District has a participation goal for disabled veteran business enterprises (“DVBE”) of 3 percent, minority business enterprises (“MBE”) of 15 percent, and women business enterprises (“WBE”) of 5 percent, per year. Although it is not specifically required, you are encouraged to include DVBE, MBE, and/or WBE participation.

The undersigned, on behalf of \_\_\_\_\_ (“Consultant”), certifies the following:

- Consultant **is** a certified Disabled Veteran Business Enterprise
- Consultant is **not** a certified Disabled Veteran Business Enterprise
  
- Consultant **is** a certified Minority Business Enterprise
- Consultant is **not** a certified Minority Business Enterprise
  
- Consultant **is** a certified Women Business Enterprise
- Consultant is **not** a certified Women Business Enterprise

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Exhibit J

## Fee Proposal Form

Task (Refer to RFQ/RFP Section 3 for further delineation of each task)	Cost
<b>NEW JOHNSON STUDENT CENTER</b>	
A. Furniture & Equipment Services:	
1. Inventory list of existing F&E	
2. Space plan drawings	
3. Product Bidding and Procurement	
4. Delivery and Installation Coordination and Oversight	
<b>Subtotal</b>	
B. Move Management Services:	
1. Move Plan	
2. Move Schedule	
3. Labeling, packing, and item placement plan	
4. Move process	
5. Project Close-Out	
<b>Subtotal</b>	
<b>New Johnson Student Center Total</b>	
<b>JOHNSON INTERIM HOUSING</b>	
A. Furniture & Equipment Services:	
1. Inventory list of existing F&E	
2. Space plan drawings	
3. Product Bidding and Procurement	
4. Delivery and Installation Coordination and Oversight	
<b>Subtotal</b>	
B. Move Management Services:	
1. Move Plan	
2. Move Schedule	
3. Labeling, packing, and item placement plan	
4. Move process	
5. Project Close-Out	
<b>Subtotal</b>	
<b>Johnson Interim Housing Total</b>	
<b>BUILDING J RELOCATION PROJECT</b>	
A. Furniture & Equipment Services:	
1. Inventory list of existing F&E	
2. Space plan drawings	
3. Product Bidding and Procurement	
4. Delivery and Installation Coordination and Oversight	
<b>Subtotal</b>	
B. Move Management Services:	
1. Move Plan	
2. Move Schedule	
3. Labeling, packing, and item placement plan	
4. Move process	
5. Project Close-Out	
<b>Subtotal</b>	
<b>Building J Relocation Total</b>	
<b>GRAND TOTAL</b>	

# Exhibit K

## QUESTIONNAIRE FORM FOR LOCAL HIRE AND LOCAL BUSINESS

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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:

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- Consultant employs the following Local Hires (provided name and zip code of residence):

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- Consultant intends to use the following Local Hires in providing the services set forth in this RFQ:

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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: \_\_\_\_\_