

REQUEST FOR PROPOSAL #1718-172

Professional Design Services for new Safety & Security Offices at Santiago Canyon College



**Request for Proposals must be
received no later than
August 18, 2017 at 4:00 PM**

RFP Issued: August 3, 2017

RFP Due: August 18, 2017

Submit Response To: RSCCD Facility Planning, Construction and
District Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706-1640
**Attention: Joe Melendez
Project Manager**

Questions or Clarifications: All questions must be submitted in writing via
email to: Melendez_joe@rsccd.edu

1. REQUEST FOR PROPOSALS

1.1 Purpose

The District is requesting a proposal to provide minor program services, design services, and construction administration services. Each Firm ("Consultant") responding to this RFP shall be prepared and equipped to provide full services to the District in an expeditious and timely manner and on relatively short notice so as to enable the District to meet critical deadlines and schedules. It is the District's intent that the 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

The purpose of this 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. The architect in general responsible charge must be directly employed by the responding Consultant and not employed as a Sub-Consultant. Each Consultant responding to this 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.

1.3 Submission

If your firm is interested in performing services for the projects, on behalf of the District, please submit to the District a Proposal in accordance with this RFP. Proposals must be received by **4:00 P.M. on August 18, 2017**. 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
Facility Planning, District Construction and Support Services
ATTN: Darryl Taylor, Director
2323 North Broadway, Suite 112
Santa Ana, CA 92706-1640

1.4 Response Format

Each Consultant is required to submit an RFP 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 RFP 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 RFP. The District will evaluate the 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 RFP, 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 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 RFP. Carefully read each section to determine which forms the Sub-consultants need to submit.

1.5 Questions

Consultants must carefully read the entire RFP prior to submitting questions as most questions will be answered in this RFP. If, however, you should have questions regarding this RFP, please email melendez_joe@rscdd.edu. All questions must be submitted in writing. The question deadline for this RFP is **11:00 am on August 14, 2017**. 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 Request for Proposals

Consultants are in no way guaranteed to receive any work from the District. Each Proposal shall describe the Consultant's experience and expertise with respect to the services, if any, which 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 that at a minimum includes the scope of services proposed in this RFP, a completion schedule, a schedule of professionals that will be used to supervise and staff the project, and a fee for the services to be performed. The District will allocate work to said Consultants, and may request at the District's discretion, evaluate additional information as to the Consultant's qualifications. The Consultant shall assign only trained and experienced Consultants and support staff to the requisite task. The Consultant shall provide costs to perform the Tasks as outlined in the Scope of Services referenced in this RFP.

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.

2. PROJECT NARRATIVE / PROJECT DESCRIPTION

2.1 Background

The existing safety and security operations at Santiago Canyon College, located at 8045 E. Chapman Avenue, in Orange, is housed at U Village as a temporary operation area until a new set of portables are designed and installed.

2.2 Project Description

The District will purchase new portables and relocate the safety and security operations from U Village portables into a new set of portables located adjacent to parking lot 6. In order to make room for the new portables, existing portables located at this location will be removed under a separate demo project. Critical requirements for the new safety and security building include accommodations for (2) manager offices, cubicle space for subordinates area, men's and women's changing area with gun safe, emergency operation center, and storage area to house light safety and security equipment consisting of delineators and cones. See site plans included in this RFP for proposed siting of the portables.

The proposed overall construction budget for site prep is \$60,000. The purchase of the portable is estimated to be \$245,000 which includes delivery and setup. The overall budget is \$305,000.

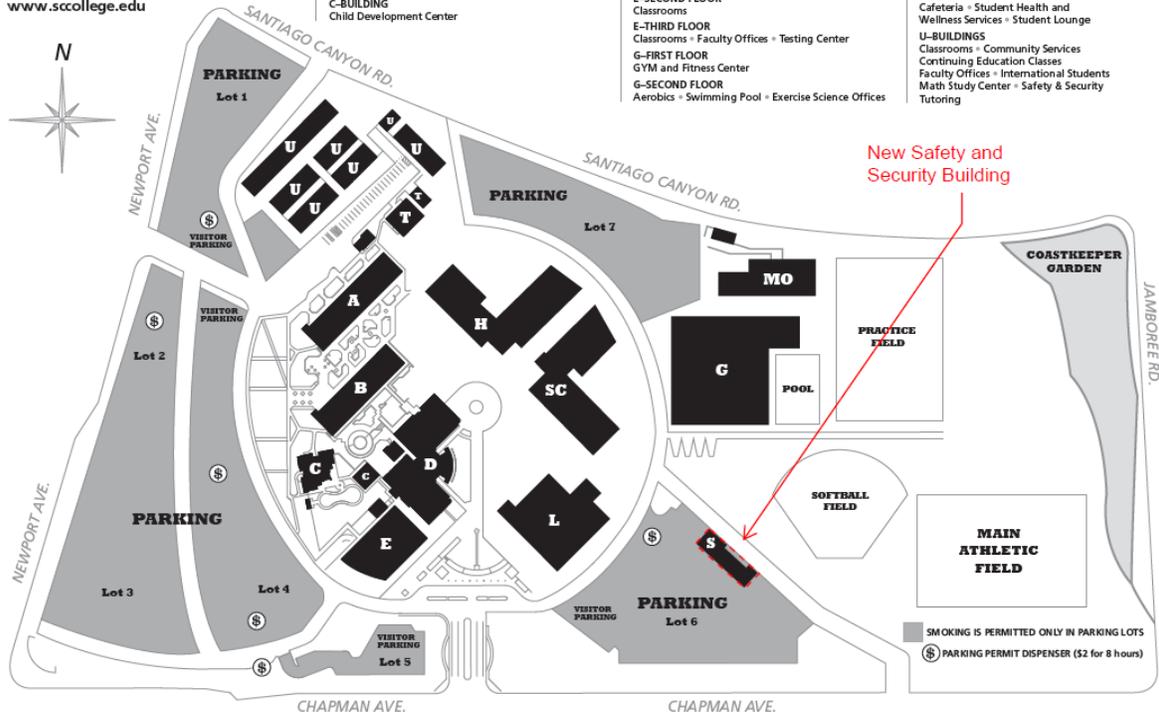
Santiago Canyon College, Overall Site



Santiago Canyon College

8045 East Chapman Avenue
Orange, CA 92869
714-628-4900
www.sccollege.edu

- A-LOWER LEVEL**
Bookstore • Classrooms • Media Systems Office
- A-UPPER LEVEL**
Administration • Administrative Services
Associated Student Government • CAMP • Classrooms
Publications • Scholarships • Student Life & Leadership
Veterans • Writing Center
- B-LOWER LEVEL**
Classrooms • Faculty Offices
- B-UPPER LEVEL**
Classrooms
- C-BUILDING**
Child Development Center
- D-FIRST FLOOR**
Career Services • Classrooms • Counseling
Faculty Offices • Transfer Center
- D-SECOND FLOOR**
Academic Success Center • Classrooms
Faculty Offices
- E-FIRST FLOOR**
Admissions • CaWORKs • CARE • Cashier
Financial Aid • EOPS • Disabled Students Program
Graduation Office • Photo ID
On-Campus Job Placement
- E-SECOND FLOOR**
Classrooms
- E-THIRD FLOOR**
Classrooms • Faculty Offices • Testing Center
- G-FIRST FLOOR**
GYM and Fitness Center
- G-SECOND FLOOR**
Aerobics • Swimming Pool • Exercise Science Offices
- H-HUMANITIES BUILDING**
Classrooms • Faculty Offices
Information Technology • Language Lab
- L-LIBRARY**
- MO-MAINTENANCE & OPERATIONS**
- S-BUILDING**
Continuing Education
Classes/Registration/Counseling
- SC-SCIENCE CENTER**
Classrooms • Faculty Offices • Science Labs
- T-BUILDING**
Cafeteria • Student Health and
Wellness Services • Student Lounge
- U-BUILDINGS**
Classrooms • Community Services
Continuing Education Classes
Faculty Offices • International Students
Math Study Center • Safety & Security
Tutoring



Existing, aged portables – to be removed under a separate project



3. SCOPE OF SERVICES

3.1 Scope of Services

Minor Project Programming

Assist with minor program services to efficiently space plan safety and security needs. Program services include multiple meetings with three key management members, information gathering, and present space planning options. Key design requirements for the new safety and security building include accommodations for (2) manager offices, cubicle space for subordinates area, men's and women's changing area with gun safe, emergency operation center, and storage area to house light safety and security equipment consisting of delineators and cones.

Site Assessment

Review available as-builts, district design guidelines, and assess existing conditions to understand site limitations and conditions. The District will procure the portables and will require the architect to coordinate with the vendor for site utility connections, structural coordination, fire, life safety, and accessibility improvements. The site has an existing sewer system, domestic water system, switchgear, and transformer planned to be repurposed to accommodate the new portable. A new storm drain system will be required.

Schematic Design

Develop schematic design narrative and plans consisting of schematic floor plan and schematic site plan for permanent portables.

Design Development

Develop design development drawings, site plan, floor plan, ceiling plan, roof plan, exterior elevations, walls sections, preliminary details, preliminary engineering, and other necessary documents.

Construction Document

Review District design guidelines and develop construction documents for DSA approval submittal, develop project manual and specifications, address DSA back-check comments and revise plans and specifications to obtain DSA approval.

Bidding Phase

Support with development of bid documents, job walk, answer RFIs, and issue addendums to the drawings.

Construction Administration

Assist the District with DSA's The Box set up and initial project start up. Provide construction oversight throughout duration of construction. Provide clarification to the design, review submittals, review RFIs, issue revisions as necessary, issue CCDs as necessary. Prepare field observations and final punch reports.

Certification

Follow up with key team members including uploading of critical project certification documents such as final verified reports and DSA 6 certifications.

3.2 Deadlines

Each Consultant must be prepared to provide turn-key services for such programming and design 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, address, telephone 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 addition, provide five (5) references of similar projects and scope including: client name, project name/reference, contact name, phone number, and email address. 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. A person authorized to bind the firm to all commitments made in the proposal shall sign this letter.

4.2 Firm Approach and Methodology

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

4.3 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

4.4 Project Team

Provide identification of Consultant's project team and their specific expertise and experience in new portable design and coordination with portable vendors, especially as it relates to community college school sites and facilities. Provide the name of a primary point of contact. Provide the names and detailed resumes of key personnel who will be the designated team available, knowledgeable, regularly attentive and working directly with the District. The members of this designated team shall not be changed unless agreed upon by 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.

For the proposed California Licensed Architect who will be signing and approving the plans and specifications, please use **Exhibit A – Team Member Experience Form** and provide a minimum of five (5) relevant community college projects completed within in the last five (5) years. ONLY provide this form for the Registered Professional Engineers who will be signing and approving the report(s). Please do NOT provide this Exhibit for Sub-Consultants.

4.5 Sub-Consultants

Provide a schedule of sub-consultant, or sub-consultant categories, if any, which are likely to be used by the Consultant in carrying any work described in this RFP. Identify, any outside applicable 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, emails, date established, and time associated with firm. In addition, list all applicable professional registration certification and/or license designations and numbers for all sub-consultant professional team members currently active in the State of California. Do not list any inactive registration and/or license designations. Provide a resume for each team member in accordance with Section 4.4.

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 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* an **all-inclusive fixed fee** for all services described in this 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 B – 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 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%. Consultant shall review **Exhibit D – Consultant Services Agreement** for acceptable reimbursable items.

4.7 Certification

Already completed in Consultant's Response to RFQ #1314-03 and RFQ #1314-03.01.

4.8 Non-Conflict of Interest

Already completed in Consultant's Response to RFQ #1314-03 and RFQ #1314-03.01.

Note: During the qualification and selection process (i.e. from the date this 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 C – 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 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.

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 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

Team Member Experience Form

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

Background

Proposed Consultant Name _____ Title _____

Firm Name (at time of Project) _____

Project Details

Project Name _____ Client/District _____

Project Lead Name/Title _____ Phone _____ E-Mail _____

Address _____

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

Total Cost _____ # Change Orders _____ Cost of Change Orders _____

Change Order Notes (include description and reason):

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 Geotechnical requirements for public school buildings in California, and demonstration of how this project experience contributes to familiarity with California building code requirements relating to school sites and buildings):

(1) Project Scope: RE-Renovation/Remodel/Repurpose, ADD-Addition/Expansion, NEW-New Construction, FIX-Repair, PLAN-Planning.

(2) School Type: ES-Elementary School, MS-Middle School, K8-Kindergarten-8th Grade School, HS-High School, CCD-Community College, HE-Other College, NS-Non-School/Other.

Exhibit C

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 D

Consultant Services Agreement

Refer to the following pages