

**REQUEST FOR QUALIFICATIONS (RFQ)/
REQUEST FOR PROPOSAL (RFP) #1819-219**

Furniture & Equipment Consulting Services

for

**Russell Hall Replacement
(Health Sciences Building)**

at Santa Ana College



Proposals must be received no later than

August 17, 2018 at 4:00 PM

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

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

1. REQUEST FOR PROPOSALS

1.1 Purpose

By way of this Request for Qualifications/Request for Proposals (“RFQ/RFP”), the Rancho Santiago Community College District (“District”) is requesting Statements of Qualifications and Proposals (“Response”) to provide Furniture and Equipment (“F&E”) Consulting Services (“Services”) for the Russell Hall Replacement (Health Sciences Building) at Santa Ana College (“Project”). The purpose of this RFQ/RFP is to obtain information that will allow the District to select a qualified Firm (“Consultant” or “Firm”) to provide Services for the Project on behalf of the District.

The District has an established prequalified short-list of Furniture & Equipment Consultants from RFQ #1415-97 and RFQ #1516-139. If your Firm is already on the District prequalified short-list, please submit **the RFP section only**. The “RFP” vs. “RFQ” requirements are further clarified throughout the RFQ/RFP by noting “RFQ Section” or “RFP Section” for each required item to be submitted.

1.2 RFQ/RFP Schedule

All Consultants shall adhere to the RFQ/RFP Schedule indicate below. The District reserves the right to modify the Schedule as needed and will issue an addendum if it modifies the Schedule.

Event / Occurrence	Deadline
District Issues RFQ/RFP	August 1, 2018
Deadline for Consultants to submit questions regarding this RFQ/RFP	August 10, 2018
Deadline for Consultants to submit Response	4:00 PM August 17, 2018
District to interview Consultant(s) (Optional)	August 22, 2018
District to finalize recommendation for District Board of Trustees (if required)	August 23, 2018
District Board of Trustees approves successful Consultant	September 10, 2018

1.3 Qualified Consultant

All Consultants submitting a Response to this RFQ/RFP and seeking to Services for the Project should be extremely familiar with all applicable regulations, including the procedures for state-funded projects, 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 similar services for Community College projects.

1.4 Submission

If your firm is interested in perform services for the projects, on behalf of the District, please submit to the District a Proposal in accordance with this RFQ/RFP. Proposals must be received no later than the date and time indicated in the RFQ/RFP Schedule, Section 1.2. 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 as indicated on the coversheet.

1.5 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. Each hardcopy of the

Response must be bound individually, single-sided, tabbed, and organized in the same order as the RFQ/RFP, and include all sections and information as stated in Part 4, Statement of Qualifications/Proposal Response Format. Each Consultant shall submit **three (3)** bound hard copies and **one (1)** electronic copy, in PDF format with bookmarks, of the Response. The District will evaluate each Response 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 Proposal, 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.

1.6 Questions

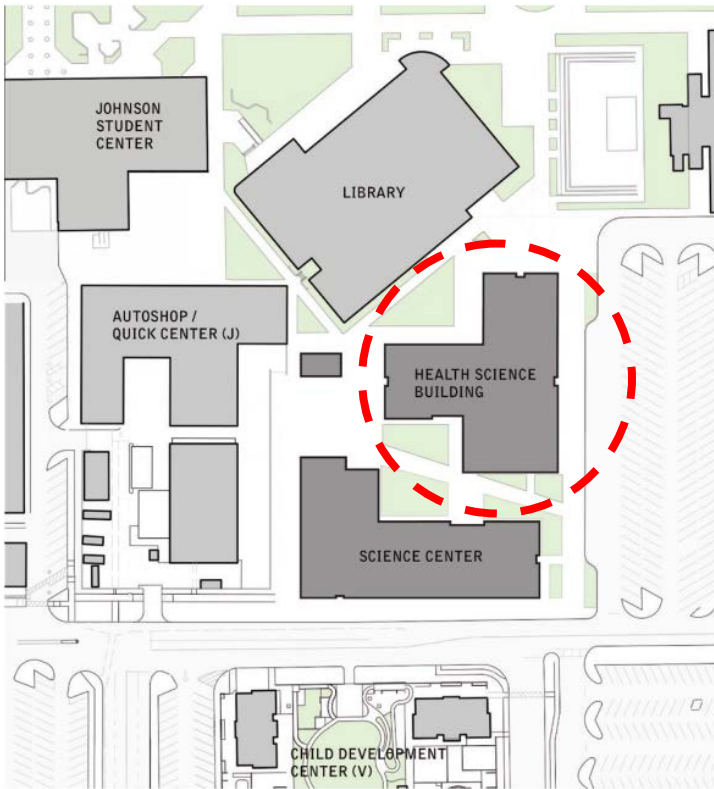
Consultants must carefully read the entire RFQ/RFP prior to submitting questions as most questions will be answered in this RFQ/RFP. If, however, you should have questions regarding this RFQ/RFP, please email FacilitiesRFP@rscdd.edu. All questions must be submitted in writing. The question deadline is indicated in the RFQ/RFP Schedule, Section 1.2. After this deadline, the District will not answer, address, and/or review any questions interested Consultants might submit. Responses to all questions received prior to the deadline will be provided to all Consultants.

2. PROJECT NARRATIVE / PROJECT DESCRIPTION

2.1 Site Description / Project Description

For the RFP section, the District is seeking proposals for services for the Russell Hall Replacement (Health Sciences Building) Project at Santa Ana College ("Project"). The Project is an approved Final Project Proposal ("FPP") and receiving partial funding by the State. The Project will be subject to California Community Colleges Chancellor's Office ("CCCCO") state funded project requirements.

The Project is located at Santa Ana College, 1530 W. 17th Street, Santa Ana, CA 92706. The future Health Sciences Building will be located south of the existing Library and north of the new Science Center (currently under construction). The new Russell Hall Replacement (Health Sciences Building) will be 3-stories and 55,138 GSF (36,297 ASF). Programs include Nursing/Medical Assistant, Occupational Therapy Assistant, Emergency Medical Services and Pharmacy Technology. Also included are general classrooms, computer labs, offices, library, study spaces and meeting rooms.



The project is design-bid-build and currently in the construction documentation phase. The District anticipates going out to bid for construction services January 2020. The architect (HGA Architects) has included a Medical Equipment Planner (Criterion Systems) as one of their subconsultants. The following tasks will remain the responsibility of Criterion Systems under the HGA Architects contract:

- All vetting/planning of the medical equipment needs with the user groups
- Product specifications for all medical equipment
- Space planning for labs (excludes tables, chairs, and lectern)
- Space planning for the storage rooms (excludes file cabinets)

Please use the link below to access the current F&E drawings and medical equipment lists for the project.

https://www.dropbox.com/sh/4cf392kdbavhbw1/AAAn5HCMK1Ofjj4juzM3_F-La?dl=0

2.2 Anticipated Project Schedule

Anticipated dates indicated below are subject to change:

Task Name	Duration (working days)	Start	Finish
Prepare Space Plan Dwgs (based on 60% CD package from Design Team)	15 days	09/11/18	10/01/18
Update Space Plan Dwgs (based on 100% CD package from Design Team)	15 days	12/18/18	01/15/19*
Construction Phase (NTP through substantial completion)	467 days	04/29/20	02/18/22
Contractor Punchlist Correction / F&E Delivery Install	60 days	02/21/22	05/13/22

** Date accounts for one (1) week holiday break during Christmas week plus New Year's Day. If schedule pushes or is earlier and no longer occurs during Christmas break, deliverable shall be provided within 15 working days.*

3. SCOPE OF SERVICES

3.1 Scope of Services

The District is seeking the services of a Consultant (or two Consultants) to provide Furniture and Equipment Consulting Services ("Services") for the Project. The Project includes two scopes of work that the District may choose to award to either one Consultant or two Consultants:

1. Medical equipment
2. Furniture and non-medical equipment

The general Project scope includes, but is not limited to, the following:

PHASE 1 – Space Plan Drawings

1. Prepare space plan drawings (in AutoCAD) including layout dimensions, anchoring details, electrical lock-out requirements, and installation sequencing for furniture and non-medical equipment only:
 - Division Office
 - Faculty Offices
 - General Classrooms
 - Computer Labs
 - Meeting Rooms
 - Workroom
 - Laboratories (tables, chairs, laptops, tablets, carts, computers, and lectern only)
 - Storage rooms (file cabinets only)
 - Group Study and HS Learning Center
2. Review F&E floor plan layouts provided by Architect/Engineer (AE) teams at each remaining deliverable phases 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.
3. Verify conformance with District-wide and college specific F&E standards and seek approval for variance of such.
4. Facilitate college/district administration approval of initial budget, scope and application.
5. Work with AE teams to provide flexible and cost-effective solutions for power and data and space plan for future needs.
6. Verify/coordinate with architect compatibility of proposed classroom and/or office configurations with proposed furniture to ensure maximum efficiency use of designed spaces.
7. Develop cost estimates based on F&E floor plan layouts.
8. Schedule, attend, and provide minutes for all meetings necessary to accomplish the tasks noted above.
9. Verify furniture layouts adhere to all State and Federal Americans with Disabilities Act (ADA) requirements.

PHASE 2 – Product Bidding and Procurement *(Includes medical equipment, non-medical equipment, and furniture throughout the building. See Section 4.7 for additional information on fee separations.)*

1. Develop schedule for product research, bidding, procurement, and installation, which meets the District occupancy milestones. Procurement timeline must align with State requirements since F&E cannot be purchased until 50% completion of construction phase and State has issued Form DF 14D authorizing the Equipment phase.
2. Provide all required documentation for District submission to the CCCCCO to receive authorization (Form DF 14D) by the State for F&E.
3. Create project specific specifications and F&E purchase lists for product procurement.
4. Using product specifications developed in Phase I, provide the District with Order Documentation packages reflecting user approvals, vendor quotations, contract references, installation schedule requirements, and all other pertinent information necessary for efficient procurement.
5. Develop cost estimates to procure all F&E for each project.
6. Coordinate purchases of F&E within the established F&E budget.
7. Work collaboratively with the Purchasing and Facilities departments 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.
8. Review all bid documents/F&E purchase lists and specifications with District and Project Team prior to bid or order.
9. Conform to the United States Green Building Council "LEED" performance requirements, as required.
10. Schedule, attend, and provide minutes for all meetings necessary to accomplish tasks noted above.
11. This project is subject to the District's Community and Student Workforce Project Agreement (CSWPA).
12. The District is currently working on an RFP for modular furniture to establish competitive pricing while ensuring compliance with both prevailing wage and the District's CSWPA. This pricing / contract will be utilized for this Project as well and no additional bidding/RFP for modular furniture should be required.
13. All non-modular furniture may be procured through any of the following forms of competitive contracts:
 - CMAS
 - NASPO (formerly WSCA)
 - FCCC
 - UC/CSU piggy-backable agreements (products and services)
 - K-12/CCD piggy-backable agreements (products only)

PHASE 3 – Delivery and Installation Coordination / Oversight *(Includes medical equipment, non-medical equipment, and furniture throughout the building. See Section 4.7 for additional information on fee separations.)*

1. Coordinate with the District, design team, and contractor to ensure timely fabrication, delivery, and installation in relation to actual construction progress and schedule.
2. Coordinate and manage vendor site verifications of the built environment to confirm any revisions that may be required to accommodate site-specific conditions.
3. Track F&E items through production, facilitating site visits and pre-installation meetings to confirm schedule compliance.
4. Coordinate with the District, design and construction team to ensure timely fabrication, delivery, and installation in relation to actual construction progress and schedule.
5. 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.
6. Review and approve product submittals.
7. Confirm deliveries, proper installation, and prepare punch list. Coordinate F&E installation with District, design and construction team, and others as requested.
8. 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.
9. Provide District with an electronic Deliverable Binder containing relevant project information, including specifications, product cut sheets, warranty data and MSDS sheets (as applicable). Inform District of any required or optional training available to support new F&E items or systems.
10. Coordinate new product training from vendor(s) as required.
11. Follow up on repair or replacement of punch list items or undelivered product.

PHASE 4 – CCCCCO Closeout Phase *(Includes medical equipment, non-medical equipment, and furniture throughout the building. See Section 4.7 for additional information on fee separations.)*

1. Provide all final documentation required by the CCCCCO, including a final updated Equipment list with all expenditures, for District submission to the CCCCCO.

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), California Community Colleges Chancellor's Office, 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. STATEMENT OF QUALIFICATIONS/PROPOSAL RESPONSE FORMAT

4.1 Cover Letter (RFP Section)

Provide a cover letter and introduction, including the company name, headquarters and local office (if different from headquarters) address, telephone number(s), and email address of the person or persons authorized to represent the institution regarding all matters related to the Response. 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. A person authorized to bind the firm to all commitments made in the proposal shall sign this letter.

4.2 Firm Information (RFQ Section)

For those respondents not on the prequalified list, you must fill out Exhibit A and Exhibit B. Complete **Exhibit A – Firm Information Form** and **Exhibit B – Information Questionnaire Form**.

4.3 Firm Approach and Methodology (RFP Section)

Describe the Consultant's philosophy with regard to approach and experience in working with a Community College District. Identify key elements to providing quality service and project delivery that would lead to a successful project completion.

4.4 Firm Experience (RFP Section)

Provide a summary of Consultant's relevant expertise and experience in architectural consulting services, especially as it relates to community college facilities and projects with a state funding component. 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 projects. Provide detailed descriptions of the most recent projects (particularly community college projects) that the consultant has worked on which demonstrates relevant experience for projects of similar size, type, and difficulty. 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.

4.5 Key Personnel/Team Members (RFP Section)

Please identify your Firm's available team members proposed for the Project. Indicate their specific expertise and experience in architectural services, especially as it relates to Community College campus projects and state funded projects. Include an organizational chart for the proposed staff and indicate who will be the District's main contact person for your Firm. Provide a detailed resume of each team member including previous experience, number of years with the Firm, education, active certifications or licenses, and skills relevant to the proposed Project. The members of this designated team shall not be changed unless agreed upon by the District. Prime consideration will be given to Consultants who propose team members with experience in community college projects of similar size, type, and difficulty.

4.6 Sub-Consultants (RFP Section)

Identify any Sub-Consultants, if any, that are likely to be used by your Firm in carrying out Services for the District. You can list multiple firms if needed per category (ie mechanical, electrical, plumbing, structural etc. For each sub-consultant Firm, 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. Provide team member resumes for each

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 Response or not. Any replacement sub-consultants shall be subject to the District's prior written approval.

4.7 Fee Proposal and Billing Rates (RFP Section)

Consultant shall **propose** an **all-inclusive fixed fee** for all services described in this RFQ/RFP utilizing the form included in **Exhibit E – Fixed Fee Proposal**. 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 D – 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 Response should include estimates for certain standardized components of the architectural and engineering services process. Provide any planned escalation rate for future years if already determined. All other services not included herein shall be negotiable as required.

All proposed reimbursable expenses shall be directly related to the services required for the Project and must be supported by proper documentation and prior District authorization. Reimbursement shall not exceed cost plus 5%.

4.8 Certification (RFQ Section)

For those respondents not on the prequalified list, you must fill out Exhibit E. 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 Response. Do not provide this form for Sub-Consultants.

4.9 Non-Conflict of Interest (RFQ Section)

For those respondents not on the prequalified list, you must fill out Exhibit F. 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 Response. Do not provide this form for Sub-Consultants.

4.10 Local Hire and Local Business Questionnaire (RFP Section)

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

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

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, two million (\$2,000,000) aggregate for commercial General Liability, 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, and \$4,000,000 aggregate;
- 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. **Please note that DVBE documentation is included in this RFQ/RFP, but is not required to be submitted in the Response.** The DVBE documentation will be required if the Consultant is chosen to provided services as a result of an RFQ/RFP process. Please review **Exhibit I – Statement of Intent to Meet DVBE Participation Goal.**

6. SELECTION CRITERIA / EVALUATION PROCESS

All Proposals 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 the Consultant for the Project(s).

- Timeliness and Completeness of Response. To receive maximum consideration, Consultant's Proposal must be received by the Response Deadline. In addition, Consultant's Proposal 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 traffic engineering and applicable laws and requirements for public works projects in general and school projects in particular.
- Record of Past Performance. Consultant's Proposal 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 Proposal 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

Proposals will be evaluated by a 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 – Firm Information Form

Background

Firm Name _____ Address _____
 Yr Est. _____ Phone _____ FAX _____ E-Mail _____

Principals/Officers to Contact:

Primary Contact _____ Title _____ Phone _____ E-Mail _____
 Secondary Contact _____ Title _____ Phone _____ E-Mail _____

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

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

Type of Firm: Sole Owner Partnership Corporation
 Joint Venture Other: _____

DVBE Participant? Yes No

Experience

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

2013

2014

2015

2016

2017

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 and License #	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Exhibit B – Firm Information Questionnaire

ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company? ___Yes ___No

If yes, explain on a separate, signed sheet.

2. Does the company have an ongoing relationship or affiliation with a contractor or equipment manufacturer? ___Yes ___No

If yes, explain on a separate, signed sheet.

3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss? ___Yes ___No

4. In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party?
___Yes ___No

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.

5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership? ___Yes ___No

If yes, explain on a separate, signed sheet.

6. Has the company ever had arbitration on contracts in the past five (5) years?
___ Yes ___No

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.

7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company? ___ Yes ___No

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS RFQ IS TRUE AND CORRECT. FAILURE TO PROVIDE BACK UP TO A "YES" ANSWER AND/OR FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature: _____ Title: _____
Print Name: _____ Date: _____

Exhibit C – Firm Experience Form

Minimum of five (5) relevant projects completed. Use multiple sheets as necessary.

Firm Name: _____

Project Name: _____

Client Name: _____

Location (City, State): _____

Client Contact Information (for reference check):

Name: _____

Title: _____

Phone: _____

E-Mail: _____

Project Summary:

Type of Project ⁽¹⁾: _____

Approx. SF: _____

No. of Stories: _____

Building Use ⁽²⁾: _____

Total Construction Value: _____

State Funded Project through California Community Colleges Chancellor's Office Yes No

Project Narrative:

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

(2) For example: Student Services Building, Science Building, Administration Building, Library Building, etc.

Exhibit D – Billing Rate Form

Firm Name: _____

Do rates include travel charges? Yes

Note: all rates shall include travel and mileage. These will not be acceptable reimbursable items.

Job Title	Name of Personnel	Hourly Rate

Reimbursable Expenses

Estimated Amount

Effective Dates of Rates

Signature

NOTE: All licensed professionals in responsible charge of the work **MUST** be directly employed by the responding Consultant and **NOT** employed as a Sub-Consultant. Consultant will **propose** an all-inclusive hourly fee for all Services describe in the RFP. Consultant's proposed fee should include and account for all direct labor costs, fringe benefits, travel, insurance, overhead, profit, and all other expenses the Consultant will incur in providing Services. Rates provide by Consultant shall be valid throughout the duration of the contract. All other Services not included herein shall be negotiated as required.

Exhibit E – Fixed Fee Proposal

Task (Refer to RFQ/RFP Section 3 for further delineation of each task)	Fixed Fee
NON-MEDICAL Furniture & Equipment Services:	
1. Space plan drawings	\$
2. Product Bidding and Procurement	\$
3. Delivery and Installation Coordination and Oversight	\$
4. CCCCCO Closeout	\$
Subtotal	\$
MEDICAL Equipment Services:	
1. Product Bidding and Procurement	\$
2. Delivery and Installation Coordination and Oversight	\$
3. CCCCCO Closeout	\$
Subtotal	\$
Russell Hall Replacement (Health Sciences Building) Total Fixed Fee	\$

Note: The District may choose to award the Medical Equipment services separately from the Non-Medical F&E services or award them to the same Consultant.

Exhibit F – Certification, Requests for Qualifications

I certify that I have read and received a complete set of documents including the instructions for submitting a Statement of Qualifications (“SOQ”) in response to the attached Request for Qualifications. I further certify that I am submitting four (4) original copies, and one (1) CD/flash-drive containing a complete, single-document PDF version of the firm’s SOQ in response to this request and that I am authorized to commit the firm to the SOQ submitted.

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

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

SIGNATURE

TYPED OR PRINTED NAME

TITLE

COMPANY

ADDRESS

CITY, STATE, ZIP

TELEPHONE

FAX

DATE

If you are 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 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").

(1) No officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years;

(2) The Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months;

(3) No officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested in the Consultant Agreement;

(4) The Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the Consultant aid, abet or knowingly participate in violation of this statement; and

(5) During the selection process (from the date the RFQ is issued and ending on the date of the award of the contract), if it is determined that any individual(s) who work(s) and/or represent(s) the Consultant for business purposes communicates, contacts and/or solicits District's Governing Board ("Board"), selection committee members, any members of Citizens' Oversight Committee, or with any employee of the District except for clarification and questions as described herein in Section 1.6 in any fashion, such Consultant shall be disqualified from the RFQ selection process and from participating in any future RFQs and/or RFPs. This may also result in the removal of the Vendor, Firm, Contractor and/or Consultant from any established Pre-qualified list, as well as the removal from the "interested vendors" list.

SIGNATURE

PRINTED NAME

TITLE

DATE

IF CONSULTANT IS UNABLE TO VERIFY THAT NO CONSULTANT EMPLOYEES ARE ALSO EMPLOYEES, OFFICERS OR AGENTS OF THE DISTRICT, PLEASE READ SECTION BELOW AND PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET.

(1) Consultants are required to disclose any Consultant's employee, officer or agent who is also an employee of the District. Please provide this information on a separate sheet.

(2) For all "dual employees" disclosed by a Consultant, the Consultant must provide specific details of the general/routine roles and responsibilities of the "dual employee" for the Consultant and the specific duties and responsibilities of the "dual employee" relating to the RFP and services required by the RFP.

(3) For Consultant who discloses that an employee, officer or agent of the Consultant is also a District employee, the District reserves the right to reject any Proposal based on the roles and responsibilities of the "dual employee" violating BP 7004 or Government Code §1126(a).

Exhibit H – Questionnaire Form for Local Hire and Local Business

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

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

“Local Business” means a business that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the Consultant submits a response to this RFQ. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The Consultant may also apply to obtain District approval of its internship program. Local Business shall also mean any Consultant that uses apprentices from a District approved apprenticeship program.

Please check all that apply and provide the information requested:

- Consultant **is** a Local Business
- Consultant **is not** a Local Business
- Consultant intends to use the following Local Businesses in providing the services set forth in this RFQ:

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

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

If selected, the Consultant agrees it will use Local Hires and Local Businesses to the extent possible or if the opportunity arises at any time the Consultant is providing services pursuant to this RFQ and the final contract entered into with the District. The District may request information or documents to confirm participation by a Local Hire or Business and Consultant agrees to comply with any reasonable requests.

Company: _____

Name: _____

Title: _____

Signature: _____

Date: _____

Exhibit I – Statement of Intent to Meet DVBE Participation Goals

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

Set forth below is a list of the anticipated participation of DVBEs which _____ (the “Consultant”) intends to use as part of its Agreement for Services. Although it is not specifically required, you are encouraged to include DVBE participation.

Prior to, and as a condition precedent for, final payment under the Agreement for the Program, the Consultant shall provide appropriate documentation to the District identifying the amount paid to DVBEs in conjunction with the Agreement, so that the District can assess its success in meeting the 3 percent goal.

The Consultant anticipates: (a) that _____ percent of the total dollar amount awarded to the Consultant shall be paid to DVBEs and (b) using the following DVBE Sub-Consultants:

Names of Sub-consultants:
