

**REQUEST FOR QUALIFICATIONS (RFQ)/
REQUEST FOR PROPOSAL (RFP) #1920-271**

ARCHITECTURAL and ENGINEERING SERVICES

For

Barrier Removal Projects at Santiago Canyon College



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

August 13, 2020 at 4:00 PM

Submit Response To: RSCCD Facility Planning, District
Construction and Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Attention: Carri M. Matsumoto
Assistant Vice Chancellor

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

1. REQUEST FOR QUALIFICATIONS

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 (“Responses”) to provide Architectural and Engineering Services (“Services”) for three barrier removal projects at Santiago Canyon College; 1) Barrier Removal Lot 2 & Lot 7 Crosswalk Repairs Project, 2) Building D Multi-User Restroom Renovation, and 3) Building D Single-User Restroom Renovation. 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 these Projects on behalf of the District. The District has an immediate need for architectural services for the above projects. The District reserves the right and discretion to determine if any Responses will be utilized to add firms to the list of pre-qualified Architectural/Engineering firms for future RFPs.

Consultant has the option to respond to any of the three (3) projects as desired. Architect must submit a separate fee proposal for each project and corresponding documents. It is the District’s intent to award three (3) separate agreements for the projects.

The District has an established prequalified short-list of architectural/engineering firms based on RFQ #1314.03, #1314.03.01 and RFQ #1718-177. Existing prequalified firms and new firms are required to submit a response according to **Section 1.5 “Response Format”**.

1.2. RFQ/RFP Schedule

Event / Occurrence	Deadline
District Issues RFQ/RFP	June 15, 2020
Deadline for Consultants to submit questions regarding this RFQ/RFP	July 14, 2020 by 4:00pm
Deadline for Consultants to submit Responses	Thursday, August 13, 2020 by 4:00pm
District to interview Consultant(s) (Estimated)	August 2020
District to finalize recommendation for District Board of Trustees	August 2020
District Board of Trustees approves successful Consultant	TBD

The District has set the above RFQ/RFP Schedule that all Consultants must adhere to. The District reserves the right to modify this RFQ/RFP Schedule as needed and will issue an addendum if it modifies the Schedule.

1.3. Qualified Consultant

All Consultants submitting a Response to this RFQ/RFP and seeking to provide 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 education projects, working with Division of State Architect (DSA) and experience with Community College and School Districts.

1.4. Submission

If your Firm is interested in performing Services for the District, please submit to the District a Response in accordance with this RFQ/RFP. Responses must be submitted no later than the date indicated in the RFQ/RFP schedule included in Section 1.2. As the District is working remotely due to the Covid-19 pandemic, only electronic submittals are accepted. Responses must be received no later than date and time indicated in the RFQ/RFP schedule, Section 1.2. Delivery of Responses is the sole responsibility of the Consultant. All Responses must be signed (electronic signatures accepted) and become the property of the District.

1.5 Response Format

Each Consultant is required to submit a Response they deem appropriate to the following request. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria in the evaluation process. Each Response, tabbed, organized in the same order as the RFQ/RFP, and include all sections and information (as required) in Part 3, Statement of Qualifications Response Format. Each Consultant shall submit **one (1)** electronic submittal, 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 and request additional information or substitutions for 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@RSCCD.edu. All questions must be submitted in writing. The question deadline for this RFQ/RFP is included in 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 via addendum.

2. PROJECT DESCRIPTIONS

Exhibits I, J, and K provide a detailed project description, scope of work and project schedule for the following projects:

- 1) Barrier Removal Lot 2 & 7 Crosswalk Repairs at Santiago Canyon College – **Exhibit I**

- 2) Building D – Multi-User Restroom Renovation at Santiago Canyon College – **Exhibit J**
- 3) Building D – Single-User Restroom Renovation at Santiago Canyon College – **Exhibit K**

3. SCOPE OF SERVICES

3.1. SCOPE OF SERVICES

Provide professional design services to the District for the Project. The Consultant shall, without limitation to the District's right to require other services not listed herein, carry out the responsibilities defined in the scope of services set forth in a typical District architectural agreement. This will be made available via Addendum at a later date. Such services shall be performed consistent with the highest standard of care for professionals performing similar scopes of services. The Consultant shall, as a minimum, undertake the responsibilities reasonably necessary and customarily provided by Architectural/Engineering Firms conducting business in the Southern California area to ensure that all of the District's goals, standards, policies and procedures are adhered to over the course of the Project. Each Consultant must be prepared and equipped to provide turn-key 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.

3.2. Compliance with Applicable Laws

Consultant's Response 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 Chancellors Office (CCCCO) 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 Response must confirm that the proposed Services will meet all the aforementioned requirements as set by the applicable codes, regulations and guidelines.

3.3. 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.

3.4 Deadlines

Each Consultant must be prepared to provide turnkey services for such architectural 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 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. The District shall have the right to copy, reproduce, publicize and/or dispose of each Response in any way that the District may choose.

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, and e-mail 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 Response shall sign this letter. In addition to the cover letter, complete **Exhibit A – Firm Information Form** and **Exhibit B – Firm Information Questionnaire**.

4.2 Firm Approach and Methodology

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.

4.3 Firm Experience

Provide a summary of Consultant's relevant expertise and experience in architectural 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 Project Experience Form**, provide a minimum of five (5) completed projects. Provide detailed descriptions of projects (particularly community college projects) that the consultant has worked on within the last eight (8) years, which demonstrates relevant experience for projects of various size, type, and difficulty. Each project description should include the date(s) that the relevant design services 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 Key Personnel/Team Members

Please identify your Firm's available team members, key personnel and staff members and their specific expertise and experience in architectural 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 main contact person for your Firm. 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. 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.

4.5 Sub-Consultants

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 (i.e. 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. Please complete **Exhibit A – Firm Information Form** and **Exhibit B – Firm Information Questionnaire** for Sub-Consultants. Provide team member resumes for each team member.

4.6 Billing Rates

Provide billing rates for all personnel and categories of employees as well as any overhead or other special charges. If applicable, Consultant's Response should provide estimates for certain standardized components of the Services. Provide Consultant's typical fee schedule as applicable, as well as any Sub-consultant fees or services that may be needed. Please use **Exhibit D – 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 Contract

Consultants shall review a typical District agreement, to be provided via addendum at a later date, and provide any comments or objections to the Agreement in its Response. Consultants will be required to substantially accept the form of Agreement, including the indemnification provisions therein. **PLEASE NOTE: The District will not consider any substantive changes to the form of Agreement.**

4.8 Certification

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

Note: During the qualification and selection process (i.e. from the date this RFQ/RFP and/or future RFQ/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 RFQ/RFP selection process, and may be removed from any established prequalified list, as well as the removal from the "interested vendors list."

4.10 Local Hire and Local Business Questionnaire

Consultants shall certify by completing **Exhibit H – Questionnaire Form for Local Hire and Local Business** for Firm and any sub-consultants. The Rancho Santiago Community College District is interested in furthering opportunities for Local Hires and Local Businesses. The District collects this data as part of the RFQ/RFP process and any future RFP process.

5. INSURANCE REQUIREMENTS

The Firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. The following minimum insurance is required in order for your firm to qualify for participation in any project with the Rancho Santiago Community College District:

1. Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate, 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;
2. Professional liability insurance, including contractual liability, with limits of \$2,000,000 per claim;
3. 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.

Prior to commencing any project, the selected firm must provide the District with certificates of insurance that includes the following: the Rancho Santiago Community College District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s).

6. SELECTION CRITERIA AND 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, the District intends to use the following evaluation criteria in selecting the Consultant for the Project:

- **Responsiveness to the RFQ/RFP:** breadth and depth of response, completed Firm Information Form
- **Firm Information:** complete information regarding firm location, ownership, etc. Completed Firm Information Questionnaire (legal history, insurance coverage, safety record, disputes, termination, bankruptcy)
- **Firm Project Experience:** completed the form and demonstrates adequate and relevant experience, community college and/or school district experience,

experience with Division of the State Architect (DSA), proven experience in meeting schedules and deadlines, adequately addresses items noted on form

- **Project Team and Sub-Consultants:** has provided all team member resumes with appropriate information, project experience noted, licenses noted, qualifications noted
- **Current Workload & Availability:** has adequate resources to support project, firm's support staff, project team and/or sub-consultants
- **Firm Approach & Methodology:** outlines a proposed methodology to be utilized in design of project as it relates to involvement of faculty, staff, management and other interested parties; evidence of ability to prioritize project and begin job in a timely fashion, able to address appropriately and differentiate aesthetics and functionality objectives of projects, has experience with site evaluations for projects
- **Specific Team Member Project Experience:** evaluate team member experience, relevancy for project and scope, totality of team members including sub-consultants identified to work on project
- **Fee:** has provided a proposed fee, provided billing rates for team members and sub-consultants, has competitive rates in comparison to others, completed the Billing Rate Form
- **Budgets/Cost Estimates:** proven experience in accuracy of firm's cost estimates
- Firm located in District or Orange County (for locally-funded projects), filled out the local hire/business form
- Veteran owned firms and/or DVBE firm
- Completed Certification Form
- Completed Statement of Non-Conflict of Interest Form
- Provided Confidential Financial Information (if requested)
- Provided comments on Draft Agreement (if applicable)
- Client Reference Checks: satisfaction of prior/current clients, professional reputation of the firm, past experience working with District

6.2. Evaluation of Responses

Responses will be evaluated by a panel 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 Response 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.

Based on its evaluation of the Responses 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.

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/RFP.

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 Responses 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 RFQs, (v) reject any and/or all RFQs, (vi) prior to submission deadline for RFQs, modify all or any portion of the selection procedures including deadlines for accepting responses, Services to be provided under the RFQ, or the requirements for content or format of the RFQs, (vii) waive irregularities, (viii) procure any services specified in this RFQ 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 because of unforeseen circumstances.

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

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

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

7. DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The Rancho Santiago Community College District supports a participation goal of at least three 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/P 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> 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 Response.** The DVBE documentation will be required if the Consultant is Pre-Qualified and then chosen to provided services as a result of an RFP process. Please review **Exhibit G – Statement of Intent to Meet DVBE Participation Goal.**

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

Veteran Owned Business? Yes No

Experience

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

2015
 2016
 2017
 2018
 2019

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: _____

In house expertise i.e. Mechanical, Engineering, Structural, Land Surveying, etc.

	Name of Proposed Consultant	Level of Education/ Degree Obtained	Years of Experience	
			Similar Work	Community College Work
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Sub-Consultants

Listing of firms typically working with Firm i.e. Mechanical, Engineering, Structural, Land Surveying, etc. (multiple listings of the same category if applicable)

	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.
8. Has your firm, or an individual from your firm providing services for a project, ever been terminated for convenience or cause from a project, by either school district, College, CCD, public agency or client? Yes No
If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, and brief description of the situation.
9. Has your firm ever worked with the District in the past 8 years? Yes No

If yes, provide detail on a separate sheet; state the project name, the service that was provided, and the scope of the project work. Who was your company's main day to day representative on the project and who was the District's main day to day point of contact for the District?

10. Has any of your subconsultants ever worked with the District in the past 8 years?
(N/A for subconsultants completing this form)

___ Yes ___ No

If yes, provide detail on a separate sheet; state the project name, the service that was provided, and the scope of the project work. Who was your company's main day to day representative on the project and who was the District's main day to day point of contact for the District?

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS RFQ/RFP 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 Project Experience Form

Minimum of five (5) relevant projects completed within the last eight (8) years. Use multiple sheets as necessary.	
Firm name:	
Project Name:	
Client Name:	
Location (City/State):	
Client Contact Name:	
Client Contact Title:	
Client Contact Telephone No:	Client Contact Email:
Type of Project: (Renovation, addition, new construction, repair, planning, access compliance, etc.)	
Delivery Method: DBB, DB, LLB, other	
What was the Architectural Service Contract Amount?	\$
Original Total Budget for Construction? \$	Actual Construction cost at end of project? \$
Did your firm provide cost estimates? (Y / N)	DSA Application #:
At what phases of design did your firm provide cost estimates?	As a result of cost estimates provided, did you have to undertake a value engineering process to meet client’s budget expectations? (Y / N) If “yes”, please provide detail below:
Milestone Project Schedule:	Was the project completed on schedule? (Y / N) If “no”, explain below, including the reasons.

Contractor on the project:	How many CCD's were on the Project?
	A:
	B:
Was DSA approval received per schedule? (Y / N) If "no", explain below, including the reason for the delays.	Was DSA Close Out Certification received (Y / N) If "no", explain below, including the reason.
Project Summary/Narrative: (Please provide details of Project, comments and/or clarifications)	

Exhibit D – Billing Rate Form

Firm Name: _____

Billing Rates

Do rates include travel charges? Yes

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

Job Title	Name of Personnel	Hourly Rate	Daily Rate (max)

_____ 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's proposed rates should include and account for all direct labor costs, fringe benefits, insurance, overhead, profit, travel, and all other expenses the Consultant will incur in providing Services. All other Services not included herein shall be negotiated as required.

Exhibit E – Certification, Requests for Qualifications

I certify that I have read and received a complete set of documents including the instructions for submitting a Response to the attached Request for Qualifications. I further certify that I am submitting one (1) electronic Response 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 F – 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 G – Statement of Intent to Meet DVBE Participation Goals

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

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

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

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

Names of Sub-consultants:

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 is “domiciled”, as defined in Elections Code section 349(b), in the following zip codes at least seven days prior to commencing work on the Project: 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, and will provide work on the Project. 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, and will provide work on the Project.

“Local Business” means a business serving as a vendor as defined in Business and Professions Code section 7026 or a business supplying construction-related materials 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 entity submits a bid, contract, or proposal for the Project. A Local Business vendor must also be properly registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5. Local Business shall also mean any business supplying services or supplies for the Project 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 entity signs a contract or proposal for the Project. 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. Certification for a minority-owned, women-owned, or disabled veteran business must be provided to the District. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The entity may also apply to obtain District approval of its internship program. The internship program must be approved by the District and must be completed by the end of the Project or by the next semester immediately after completion of the Project. Local Business shall also mean any entity that uses apprentices from a District approved apprenticeship program.

The Consultant agrees it will use Local Hires and Local Businesses to the extent possible or if the opportunity arises at any time. 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.

Please complete questions below, including additional sheet for each Subconsultant (if applicable):

Company: _____

- | | | |
|--|------------------------------|-----------------------------|
| 1. Firm is a Minority Business Enterprise (MBE) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Firm is a Women Business Enterprise (WBE) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Firm is a Disabled Veteran Business Enterprise (DVBE) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If "yes" for items 1-3 above, provide a copy of certification.

4. Firm is a Veteran Owned Business Yes No

If "yes" to 4, provide DD214 Form/Card

5. This business participates in or provides opportunities for internship programs:
 Yes No

If "yes", state type of internship program(s) offered _____

6. List ALL Team Members who are considered a Local Hire. Check the applicable box(es), if any, pertaining to each individual.

	Team Member (First and Last Name)	Zip Code (for Local Residents Only)	Local Resident*	RSCCD Student**	Veteran	Intern
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

** A RSCCD student is an individual who is or was enrolled in one or more classes at any of these campuses (Santa Ana College, Centennial Education Center, Digital Media Center, Orange County Sheriff's Regional Training Academy, Santiago Canyon College or Orange Education Center).

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/RFP 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: _____

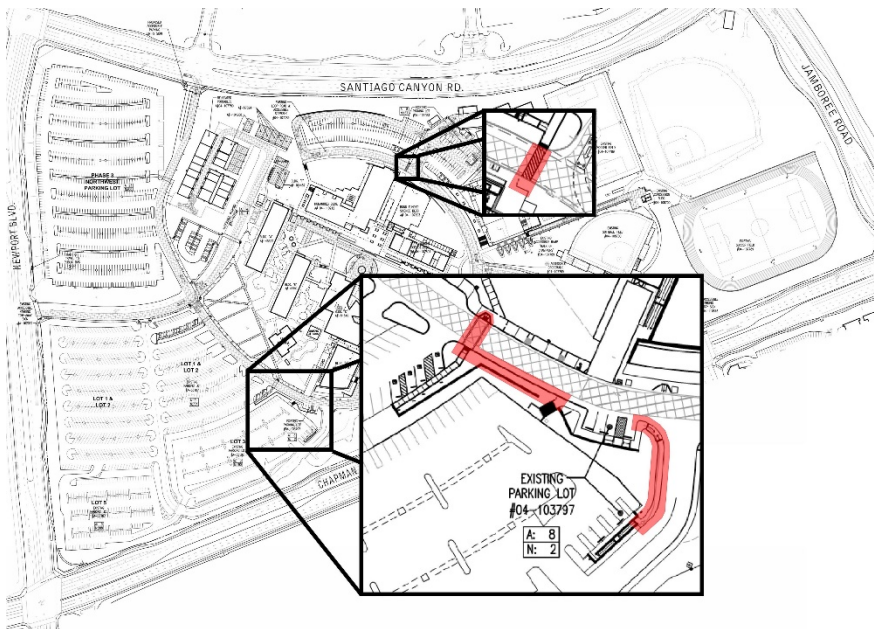
Title: _____

Signature: _____

Date: _____

Exhibit I – Project Details – Barrier Removal Lots 2 & 7 Crosswalk Repairs at Santiago Canyon College

The Barrier Removal – Parking Lots 2 & 7 Crosswalk Repairs project will provide a new path of travel including: a sidewalk from the existing accessible parking spaces on Loop Road adjacent to Lot 2 to an existing parking ticket kiosk; a new concrete crosswalk and curb ramp; and removal and replacement of the existing sidewalk from Parking Lot 3 to Loop Road. The design team is to review the existing retaining wall, guardrail, railings, and adjacent stair between Lot 2 and Lot 3 and include improvements or repairs as needed. The project additionally consists of removing approximately 1,000 SF of existing asphalt paving at Loop Road and adjacent concrete curb ramps at Lot 7 (areas indicated below). New compliant concrete curb ramps, sidewalks, crosswalks, striping, and adjacent speed humps will be provided at both crosswalk locations. The existing asphalt road will be repaired and replaced on each side of the new crosswalks to match new crosswalk grades. The Project is located at Santiago Canyon College, 8045 East Chapman Avenue, Orange, California.



Record drawings are available through the dropbox link below:

https://www.dropbox.com/sh/g77kkthhetv7i78/AACHPuy_oqguBkM7ObD1xbs-a?dl=0

CAD files of as-built documents will be provided upon Award of Contract.

The Project includes the following phases: 1) Design Phase, 2) Agency (DSA) Approval (if required) 3) Bid/Award Phase 4) Construction Administration, and 5) Close-Out phase, as further defined in a typical District Agreement, **Exhibit L – Architectural Services Agreement**, unless noted otherwise:

- 1) Design Phase
 - a. Schematic Design Phase:
 - i. Programming and rendering services are not required for this project.
 - ii. Design team to provide all required surveys as needed.
 - iii. Architect will walk the facility to visually observe the existing conditions.
 - iv. Architect will review existing record drawings to familiarize themselves with the existing conditions.
 - v. Architect is to include civil surveying to identify, confirm, and/or provide precise grades.
 - b. Design Development Phase: Not required for this project.
 - c. Construction Documents Phase:
 - i. Include 60% and 90%.
 - ii. Submittal of package shall include (1) electronic PDF copy for review and comment by the District.
 - iii. 100% Construction Documents packages. Submittal of packages shall include (1) electronic PDF copy. Perform all other services in accordance with Agreement.
- 2) Agency (DSA) Approval
 - a. Consultant to coordinate and schedule a meeting with the District to review the approach, requirements, and recommendation if DSA approvals are required.
 - b. Obtain Access and Structural approval through DSA unless recommended otherwise by Consultant in the Proposal.

Perform all other services in accordance with Agreement.

Project Schedule (Subject to Change):

Contract Approval by Board of Trustees (anticipated)	TBD
AE Prepares 100% DD Package	2 weeks
AE and District review of 100% DD Package	2 weeks
AE Prepares 60% CD Package	3 weeks
AE and District review of 60% CD Package	2 weeks
AE Prepares 90% CD Package	2 weeks
AE and District review of 90% CD Package	2 weeks
AE Prepares 100% CD Package	2 weeks
DSA Submittal	TBD
DSA Review and Approval	5 months
Bid Period	Approx. 20 weeks
Construction Phase	Approx. 10 weeks
Close-Out Phase	Approx. 8 weeks

Exhibit J – Project Details – Building D Restroom (Multi-User)

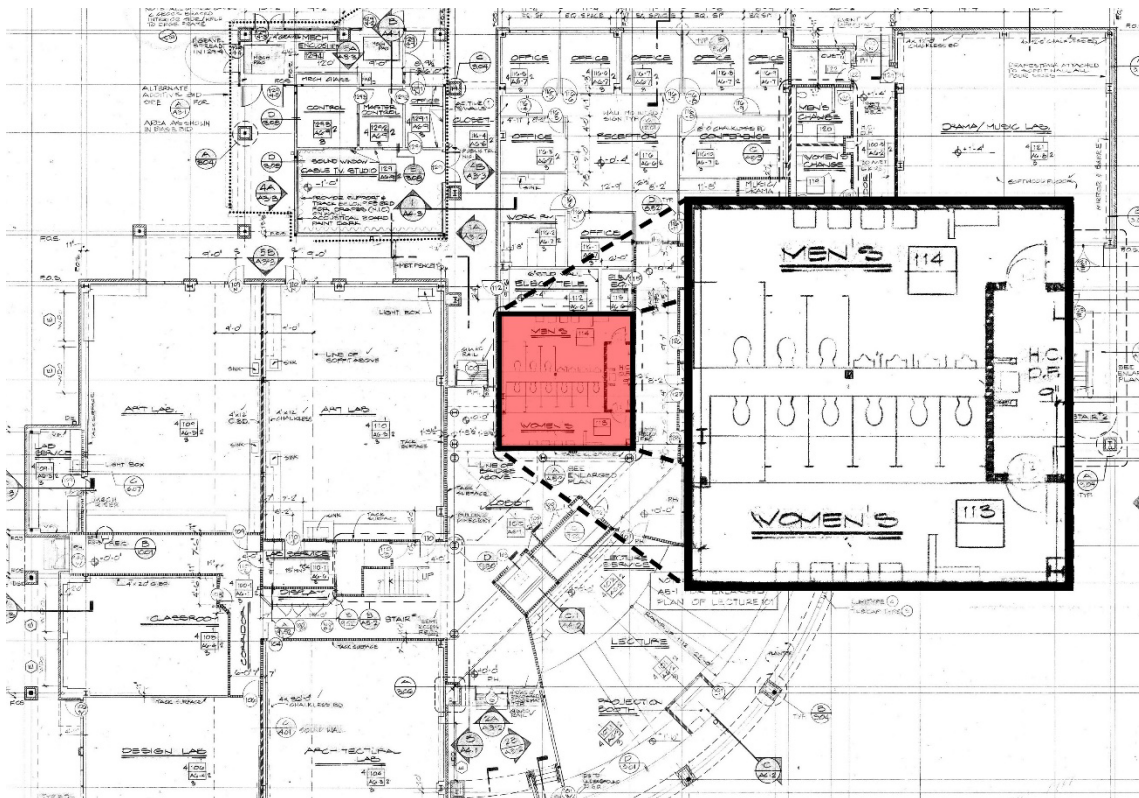
Building D was originally constructed in 1989 with limited improvements. The building has a mixed A3 and B2 occupancy, is Type V construction, and has a total floor area of 42,136 square feet. The Project is located at Santiago Canyon College, 8045 East Chapman Avenue, Orange, California.

The current hazardous materials report and record drawing are available through the dropbox link below:

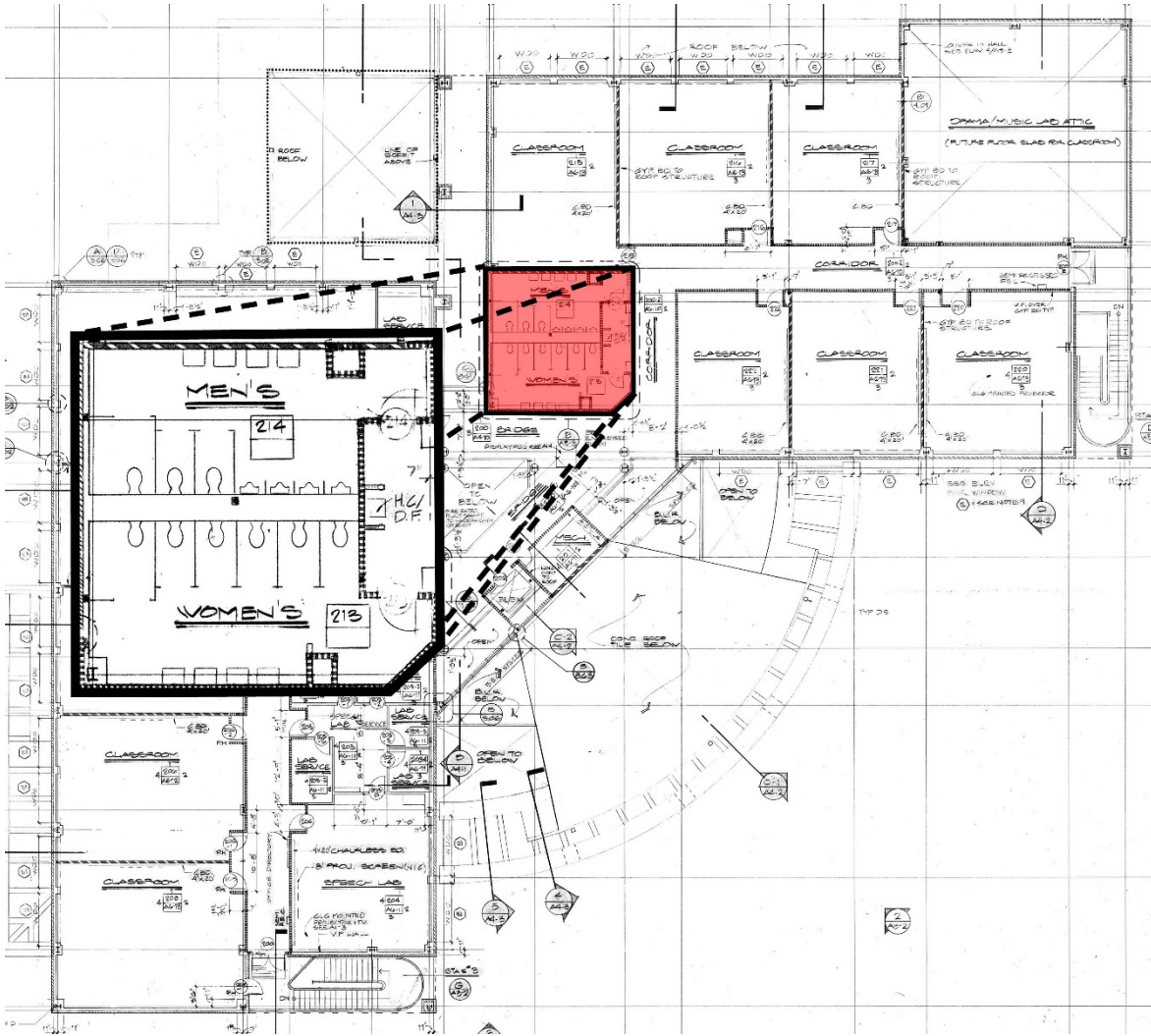
https://www.dropbox.com/sh/g77kkthhetv7i78/AACHPuy_oqguBkM7ObD1xbs-a?dl=0

The project includes the renovation of Building D Restrooms 113, 114, 213 and 214 (areas indicated below) to make them access compliant. The project scope includes removal and replacement of all finishes, fixtures and flooring. It is anticipated that the restrooms will require partial demolition including finishes and minor framing removal in order to be accessible by persons with disabilities. The existing mechanical, electrical, and plumbing should be brought up to current code as needed. The renovation shall not be designed to code minimums and will allow for construction tolerances to achieve fully code compliance and accessibility. An overall fixture count and analysis will be required to determine the required number of fixtures to be provided.

First Floor Area of Work:



Second Floor Area of Work:



The Project includes the following phases: 1) Design Phase, 2) Agency (DSA) Approval (if required) 3) Bid/Award Phase 4) Construction Administration, and 5) Close-Out phase, as further defined in a typical District agreement, **Exhibit L – Architectural Services Agreement**, unless noted otherwise:

3) Design Phase

a. Schematic Design Phase:

- i. Architect will walk the facility to visually observe the existing conditions.
- ii. Architect will review existing record drawings to familiarize themselves with the existing conditions.

b. Design Development:

- i. Architect will provide renderings and materials boards prior to start of construction documents.

c. Construction Documents Phase:

- i. Include 60% and 90%.

- ii. Submittal of package shall include (1) electronic PDF copy for review and comment by the District.
 - iii. 100% Construction Documents packages. Submittal of packages shall include (1) electronic PDF copy. Perform all other services in accordance with Agreement.
 - iv. Architect will provide and submit drawings and proposed schedules for phased construction.
- 4) Agency (DSA) Approval
- a. Consultant to coordinate and schedule a meeting with the District to review the approach, requirements, and recommendation if DSA approvals are required.
 - b. Obtain Access and Structural approval through DSA unless recommended otherwise by Consultant in the Proposal.

Perform all other services in accordance with Agreement.

Project Schedule (Subject to Change):

Contract Approval by Board of Trustees (anticipated)	TBD
AE Prepares 100% SD Package	6 weeks
AE and District review of 100% SD Package	3 weeks
AE Prepares 100% DD Package	12 weeks
AE and District review of 100% DD Package	3 weeks
AE Prepares 60% CD Package	4 weeks
AE and District review of 60% CD Package	4 weeks
AE Prepares 90% CD Package	4 weeks
AE and District review of 90% CD Package	3 weeks
AE Prepares 100% CD Package	3 weeks
DSA Submittal	TBD
DSA Review and Approval	6 months
Bid Period	Approx. 20 weeks
Construction Phase	Approx. 12 weeks
Close-Out Phase	Approx. 8 weeks

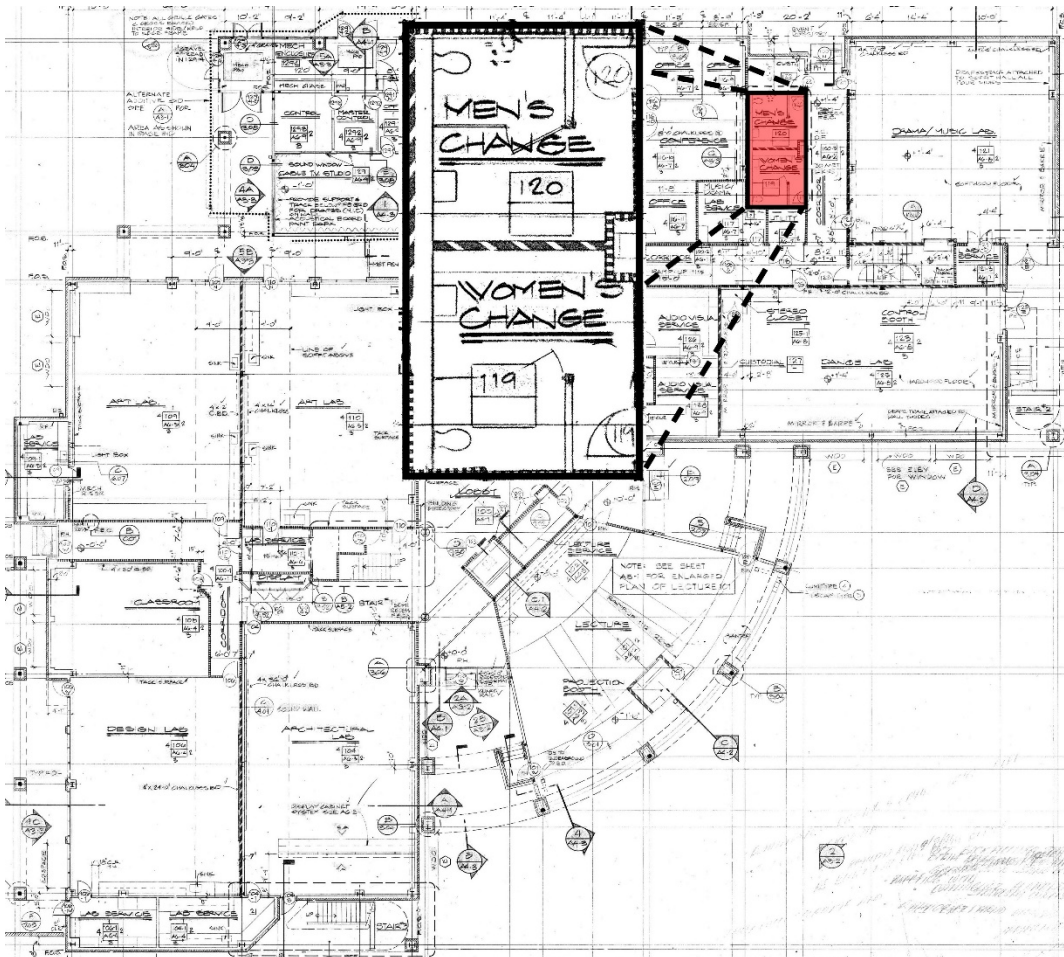
Exhibit K – Project Details – Building D Restroom (Single-User)

Building D was originally constructed in 1989 with limited improvements. The building has a mixed A3 and B2 occupancy, is Type V construction, and has a total floor area of 42,136 square feet. The Project is located at Santiago Canyon College, 8045 East Chapman Avenue, Orange, California.

The current hazardous materials report and record drawing are available through the dropbox link below:

https://www.dropbox.com/sh/g77kkthhetv7i78/AACHpuy_oqguBkM7ObD1xbs-a?dl=0

The project includes the renovation of Building D restrooms 119 and 120 (areas indicated below) to make them access compliant. The project scope includes removal and replacement of finishes, fixtures and flooring. It is anticipated that the restrooms will require full demolition in order to be accessible by persons with disabilities. The existing mechanical, electrical, and plumbing should be brought up to current code as needed. The remodel shall not be designed to code minimums and will allow for construction tolerances to exceed code minimum compliance and



accessibility. The restrooms will be remodeled from changing rooms with a separate toilet stall to unisex single-occupant restrooms.

The Project includes the following phases: 1) Design Phase, 2) Agency (DSA) Approval, 3) Bid/Award, 4) Construction Administration, and 5) Close-Out phase, as further defined in a typical agreement, **Exhibit L – Architectural Services Agreement**, unless noted otherwise:

- 5) Design Phase
 - a. Schematic Design Phase:
 - i. Architect will walk the facility to visually observe the existing conditions.
 - ii. Architect will review existing record drawings to familiarize themselves with the existing conditions.
 - b. Construction Documents Phase:
 - i. Include 60% and 90%.
 - ii. Submittal of package shall include (1) electronic PDF copy for review and comment by the District.
 - iii. 100% Construction Documents packages. Submittal of packages shall include (1) electronic PDF copy. Perform all other services in accordance with Agreement.
- 6) Agency (DSA) Approval
 - a. Consultant to coordinate and schedule a meeting with the District to review the approach, requirements, and recommendation if DSA approvals are required.
 - b. Obtain Access and Structural approval through DSA unless recommended otherwise by Consultant in the Proposal.

Perform all other services in accordance with Agreement.

Project Schedule (Subject to Change):

Contract Approval by Board of Trustees	TBD
AE Prepares 100% SD Package	5 weeks
AE and District review of 100% SD Package	4 weeks
AE Prepares 100% DD Package	9 weeks
AE and District review of 100% DD Package	2 weeks
AE Prepares 60% CD Package	3 weeks
AE and District review of 60% CD Package	2 weeks
AE Prepares 90% CD Package	2 weeks
AE and District review of 90% CD Package	3 weeks
AE Prepares 100% CD Package	2 weeks
DSA Submittal	TBD
DSA Review/Approval	6 months
Bid Period	Approx. 20 weeks
Construction Phase	Approx. 12 weeks
Close-Out Phase	Approx. 8 weeks

Exhibit L – Architectural Services Agreement

To be released via Addendum at a future date