

**REQUEST FOR QUALIFICATIONS (RFQ)/
REQUEST FOR PROPOSAL (RFP) #2324-341**

**PREVENTATIVE MAINTENANCE SUPPORT
CONSULTING SERVICES**

At

SANTA ANA COLLEGE

**Responses must be received no later than
October 4, 2023**

Submit Response To: via email to: FacilitiesRFP@rsccd.edu

**Questions or
Clarifications:**

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

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 Preventative Maintenance Support Consulting Services (“Services”) for Santa Ana College and other sites as needed. 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 these Services.

The District is seeking a combination of project manager(s) and a support staff (each a “Consultant Staff”) that can provide support for the College. The selected consultant staff will be determined at the District’s discretion. Proposed consultant staff are in no way guaranteed to receive any work from the District.

1.2. RFQ/RFP Schedule

The District has set the following 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.

Event / Occurrence	Deadline
District Issues RFQ/RFP	September 11, 2023
Deadline for Consultants to submit questions regarding this RFQ/RFP	September 20, 2023 by 2:00pm
Deadline for Consultants to submit Responses	October 4, 2023 by 2:00pm
District to interview Consultant(s) (Estimated)	October 11-13, 2023
District to finalize recommendation for District Board of Trustees	October 23, 2023
District Board of Trustees approves successful Consultant	November 13, 2023

1.3. Qualified Consultant

All Consultants submitting a Response to this RFQ/RFP and seeking to provide Services for the District 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. All licensed professionals in charge of the work must be directly employed by the responding Consultant and not employed as a Sub-Consultant. Consultants must demonstrate a minimum of five (5) years of relevant experience and professional success with similar services for education projects, experience with the California Uniform Public Construction Cost Accounting Act (“CUPCCAA”) procurement guidelines, Public Contract Codes, experience with maintenance planning of modern building systems, understanding aging facilities of buildings and utilities, cleaning standards/operations, managing complex building systems, building automation systems, familiarity with the District’s ONUMA system and experience with Community Colleges.

1.4 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 submit in writing via email to FacilitiesRFP@RSCCD.edu, referencing RFQ/RFP #2324-341 in the subject line. 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 via addendum. Respondents are required and responsible to check the District's Purchasing website to access any addenda.

1.5 Submission

If your Firm is interested in performing Services for the District, please submit a Response in accordance with this RFQ/RFP. Responses must be emailed to FacilitiesRFP@rsccd.edu and must be submitted no later than the date indicated in the RFQ/RFP schedule included in 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.

1.6 Response Format

Each Consultant is required to submit a Response they deem appropriate to the following request. There is no page limit for the Response but submittals should be brief and concise, and provide sufficient clarity to meet the criteria in the evaluation process. Each Response shall be 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.

2. SCOPE OF SERVICES

2.1. SCOPE OF SERVICES

Santa Ana College ("SAC") is responsible for thirty-seven (37) facilities spanning four (4) separate locations within its service area. The new Central Plant, Johnson Student Center, Science Building, and upcoming Health Science buildings and existing facilities require maintenance support. The consultant shall provide staff augmentations as an extension of staff to provide Preventative Maintenance Support services for Santa Ana College to ensure new and aging buildings are well maintained. The consultant will prioritize any critical maintenance vendor contracts that need to be put into place to

ensure continuous operation of equipment. The consultant will provide immediate support in such areas as contract development and solicitations for bids, proposals, procurement activities, maintenance and operations support services, managing numerous maintenance projects;

Maintenance Management Support Services:

- Conduct a comprehensive review of the maintenance and operations department, review previous independent studies/recommendations, and provide improvement recommendations.
- Develop comprehensive preventative maintenance plans for newer buildings and review the Facility Conditions reports and determine appropriate preventative maintenance plans for older buildings.
- Establish ongoing preventative and routine maintenance procedures, assist in uploading preventative maintenance equipment and tasks into the District's Onuma Preventative Maintenance program.
- Manage preventative and routine maintenance, determine maintenance needs and service contract requirements, assist in the preparation of solicitation of quotes or any necessary RFQ/RFP, and develop scope of work.
- Manage urgent needs to address immediate maintenance work.
- Manage warranties, such as vendor coordination, warranty scope of work, warranty claims, warranty follow up, and management of warranty logs.
- Review equipment lists and maintenance needs, prioritizing Science center, Johnson Student Center, Central Plant and Health Science Building.
- Manage and oversee vendors and contractors, ensure maintenance and service tasks are completed in accordance with the agreements.
- Review the District's Onuma work order logs and analyze trends to determine maintenance priorities.
- Review project closeout documentation including training material, as-builts, system commissioning reports, and assist the college on organization of files, ensure technical staff have necessary documents and training, and determine staff re-training needs for newer building; Central Plant, Johnson Student Center, Science Center, and Health Sciences Building.
- Follow procurement board policies and administrative regulations.
- Review proposals received.
- Conduct meetings as necessary.
- Review vendors' and contractor's invoices for accuracy and completeness.
- Gain familiarity with project needs, budget, and timing.
- Conduct meetings with site staff, other consultants, and contractors.
- Review proposals received from contractors for scope and reasonableness to provide recommendations to the District.
- Review level of effort and associated costs for reasonableness and appropriate quantity.
- Set up a decision-making framework to ensure timely College decisions.
- Ensure that project is properly set up in tracking software which will include initial project schedule and budget.
- Review invoices for reasonableness, correctness, and appropriate charges.
- Provide weekly and monthly status reports in prescribed format.
- Attend weekly meetings.

- Coordinate and communicate effectively with District Office Facilities on behalf of College, various consultants, agencies, regulatory agencies, other District employees, and/or others as needed.
- Participate in other meetings as required.
- Assist in the finalization of any outstanding contracts and claims.
- Ensure that all contract deliverables have been completed and submitted to Santa Ana College Administrative Services and the District.
- Assist College in the development and maintenance of district standards including space utilization standards, overseeing the process, identifying items to standardize, and updating its inventory.
- Initiate contract development including any Request for Qualifications or Proposals and coordinate with District's Purchasing Department.
- Preparation, distribution, tracking, and reviewing of any RFQ and/or RFP needed.
- Assist with the preparation of reports for various agencies and coordination of applications needed on behalf of the College or other documentation that may be needed.
- Assist to resolve complaints and/or seek to resolve and mitigate issues that may arise on behalf of the College with a variety of entities, consultants, contractors or others that may be needed occasionally on projects.
- Additional tasks associated with successful maintenance management.

2.2. Compliance with Applicable Laws

Consultant's Response must set forth Consultant's understanding of all applicable laws, guidelines, and requirements, including the Education Code, California Building Codes, Division of the State Architect (DSA), California Community Colleges Chancellors Office (CCCCO), local ordinances and/or other applicable guidelines. Consultant's Response must confirm that the proposed Services will meet all the aforementioned requirements.

2.3. 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.

2.6 Deadlines

Each Consultant must be prepared to provide turnkey services for such Preventative Maintenance Support 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.

3. STATEMENT OF QUALIFICATIONS/PROPOSAL RESPONSE FORMAT

3.1. Firm Information

Provide a cover letter and introduction, including the company name, address, telephone number, and e-mail address of the person(s) with authority 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**.

3.2 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.

3.3 Firm Experience

Provide a summary of Consultant's relevant expertise and experience in preventative maintenance support 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 three (3) completed projects. Provide detailed descriptions of projects (particularly preventative maintenance support).

Past performance of the Consultant will be evaluated, and Clients listed may be contacted for a reference.

3.4 Key Personnel/Team Members

Please identify your Firm's available team members, key personnel and staff members and their specific expertise and experience in maintenance support especially as it relates to Community College campus projects and preventative maintenance management services. 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.

3.5 Billing Rates

Provide hourly billing rates for all personnel and categories of employees as well as any overhead or other special charges. Please use **Exhibit D – Billing Rate Form**

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.

3.6 Contract

Consultants shall review a typical District agreement in **Exhibit I – Consultant Services Agreement**. 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.**

3.7 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.

3.8 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.

3.9 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.

3.10 Inappropriate and Unsolicited Communications

The District strives to ensure a fair and competitive process for any and all consultants who desire to participate in the RFQ/RFP selection. After this RFQ/RFP has been issued (from the date this RFQ and/or future RFQ/RFPs are released to the conclusion of the selection process), any Consultant, the proposing firm, and/or member of Consultant Team that undertakes to discuss any matter, contacts or solicits individuals related to this RFQ with any District employee, members of the evaluation committee, members of the Board of Trustees or any consultant or professional retained by the District other than the identified Contact, FacilitiesRFP@rscsd.edu, said firm/consultant may be presumed to have gained an unfair competitive advantage by inserting unsolicited communications to effect influence. The firm/consultant shall be disqualified and may be removed from any established prequalified list, including, the removal from the District's "interested vendors list" at the discretion of the District. All communications regarding this RFQ, and any future RFP and any matter related thereto shall be in accordance with this RFQ.

4. 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. For detailed insurance requirements, refer to **Exhibit I - Consultant Services Agreement** (specifically Article VII).

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).

5. 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.

5.1. 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:** proposed methodology to be utilized in maintenance planning and maintenance management as described in the scope of work
- **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:** provided billing rates for team members and sub-consultants, has competitive rates in comparison to others, completed the Billing Rate Form
- **Budgets/Cost Estimates:** (if applicable) 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

5.2. 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.

5.3. 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.

6. 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**.