

**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@rsccd.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**.

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):

☐ 2018

☐ 2019

☐ 2020

☐ 2021

☐ 2022

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:

List In house expertise/services other than the primary discipline.

	Name of Proposed Consultant	License/Discipline/ Education Degree	Years of Experience	
			Total Work Experience	Community College Work Experience
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Exhibit B – Firm Information Questionnaire

Firm Name _____

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.

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 Project Experience Form

Minimum of three (3) relevant projects completed within the last eight (8) years, and one of the five projects must have been for a community college district. <u>Use multiple sheets, as necessary.</u>	
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:	
What was the Contract Amount?	\$
Budget for the Project? \$	
Did your firm provide cost estimates? (Y / N)	Services on the project:
Milestone Project Schedule/Duration:	
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	

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 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 – Typical Agreement

Refer to the following attachment.

CONSULTANT SERVICES AGREEMENT

This Consultant Services Agreement (“Agreement”) is made and entered into as of <DATE> , between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, (“District”), and XXXXX (“Consultant”). The District and the Consultant are sometimes referred to herein as a “Party” and collectively as the “Parties”. This Agreement is entered into with reference to the following facts:

WHEREAS, District requires project management for maintenance support services where such services and advice are not available to the District without cost either internally or from other public agencies;

WHEREAS, Consultant is specially experienced and competent to provide to the District certain specialized services and/or advice described in Exhibit A to this Agreement (“Services”); and

WHEREAS, District desires to retain the Consultant to complete the Services upon the terms of this Agreement; and

WHEREAS, Consultant has indicated its willingness and commitment to provide its specialized services and/or advice to the District on the terms hereinafter set forth in this Agreement.

NOW, THEREFORE, the Parties hereto agree as follows:

ARTICLE 1. SCOPE OF SERVICES AND RESPONSIBILITIES

- 1.1. Services. Consultant shall provide all work, labor, services, equipment necessary to perform, provide and complete the Services described in Exhibit A which is attached hereto and incorporated herein by this reference. If there is any conflict or inconsistency between a proposal or similar document attached, referenced or incorporated into Exhibit A, and the terms of this Agreement, the terms of this Agreement shall be control and govern.
- 1.2. Agreement Term. The Term of this Agreement shall begin <DATE> and shall terminate on <DATE> in accordance with the schedule as stated in Exhibit A. The Parties agree should all Services be completed by Consultant and accepted, in writing, by District prior to the expiration of the Term set forth above, the Term of this Agreement shall automatically terminate as of the date of the District’s acceptance of the Services provided by the Consultant as being complete.
- 1.3. Consultant’s Certifications, Representations and Warranties. Consultant makes the following certifications, representations, and warranties for the benefit of the District and Consultant acknowledges and agrees that the District, in deciding to contract with the Consultant to provide the Services subject to this Agreement, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the Term of this Agreement and the course of Consultant’s completion of Services under this Agreement:
 - 1.3.1. Consultant Qualifications. Consultant is qualified in all respects to provide to the District all of the Services contemplated by this Agreement and, to the extent required by any applicable laws, the Consultant and/or the Consultant’s personnel possess all licenses, certifications and/or governmental approvals/permits required to complete the Services.
 - 1.3.2. Consultant Location. Consultant will be coordinating and interfacing with several designated District and College staff. The selected Consultant will be housed at Santa Ana College at 1530 W. 17th Street, Santa Ana, CA 92706. Full-time is defined as up to a typical 40 hour week, Monday through Friday, regular business hours unless otherwise changed or modified by the College and/or District as needed due to other circumstances which necessitates regular working hours to be modified. Additionally, Consultant shall be available to work during evening or late shift hours, weekends and/or holidays as necessitated by specific tasks and/or emergencies.

- 1.3.3. Personnel Qualifications. All personnel assigned by the Consultant to complete any Services under this Agreement are qualified, experienced and capable of completing the tasks assigned.
- 1.3.4. Consultant Resources. The Consultant represents that in addition to personnel resources the Consultant possesses all other resources, including without limitation, financial, administrative, tools and equipment necessary to complete the Services and other Consultant obligations under this Agreement.
- 1.3.5. Compliance With Laws. Consultant, in providing the Services and in otherwise carrying out its obligations to the District under this Agreement, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including workers' compensation and equal protection and non-discrimination laws.
- 1.3.6. Compliance with Board Policies and Administrative Regulations. At all times when the Consultant's personnel are on District property, all personnel shall comply with all applicable Board Policies and Administrative Regulations implementing Board Policies. Personnel violating Board Policies or Administrative Regulations are subject to all remedies established therein, including removal from District property.
- 1.4. Consultant Standard of Care. Consultant will perform its Services hereunder: (i) using its professional skill and judgment; (ii) acting with due care and in accordance with respective applicable standards of care under California law for those providing similar Services; and (iii) the terms of this Agreement. The Consultant will furnish, at its expense, those Services that are set forth in this Agreement and Exhibit A and represents that the Services described in Exhibit A are within the technical and professional areas of expertise of the Consultant or any sub-consultant the Consultant has engaged or will engage to perform the Services. If the District requests the Consultant to provide Services in addition to, or different from, the Services described in Exhibit A, the Consultant shall advise the District in writing if any such requested Services, in the Consultant's opinion, lie outside of the technical and professional expertise of the Consultant.
- 1.5. Project Design/Construction. If the Services under this Agreement are in connection with the design or construction of buildings, infrastructure facilities or other improvements (hereinafter referred to singularly as a "Project" and collectively as the "Projects"), the Consultant shall not be responsible for acts and/or omissions of any other party or parties involved in the design or construction of a Project. The Consultant is not authorized to modify, waive, eliminate, or add any requirement to the specifications or other contract documents of Projects, nor to approve or accept any portion of the construction work, unless specifically authorized in writing by the District or its authorized representative. The Consultant shall not have the right to reject or to stop work of Projects, except for such periods as may be required to conduct sampling, testing or inspection of work to complete Services subject to this Agreement. The foregoing notwithstanding, the Consultant's instruments of services or other work product completed as part of the Services under this Agreement shall be completed timely and accurately; the Consultant is responsible for losses, damages or other costs incurred by the District as a result of untimely completed or inaccurate instruments of service or work product provided under this Agreement.
- 1.6. Consultant Representative; District Representative. The Consultant shall coordinate and perform all Services under this Agreement through the District's authorized representative. The Consultant shall designate a senior management employee as the Consultant Representative under this Agreement. The Consultant Representative shall have authority to bind and commit the Consultant. Communications of the District to the Consultant Representative are deemed communications to the Consultant.
- 1.7. Cost Effective Completion of Services. The Consultant shall complete Services in a cost-effective manner. If compensation to the Consultant is based on the time of the Consultant's personnel to complete Services, the Consultant shall assign the most cost-effective personnel with appropriate

skills, knowledge and experience to complete Services assigned.

1.8. Labor Code Public Works Compliance.

1.8.1. DIR Contractor Registration. If the nature of any portion of the Services subject to this Agreement is within the scope of “public works” as defined in Labor Code §1720, the Consultant and any Sub-Consultants shall, at all times during the Term of this Agreement, be registered with the California Department of Industrial Relations (“DIR”) pursuant to Labor Code §1725.5. If DIR registered contractor requirements are applicable, failure of the Consultant or a Sub-Consultant to comply with such requirements shall be an event of Consultant Default and grounds for termination for cause.

1.8.2. Prevailing Wage Rates; Certified Payroll Records. If DIR contractor registration requirements apply to any portion of the Services, all of the personnel of the Consultant and any Sub-Consultant completing Services subject to DIR contractor registration shall be paid not less than the prevailing wage rate established for the Services completed. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Division of Labor Standards Enforcement (“DLSE”). If any of the Services require the Consultant to pay its personnel prevailing wage rates, the Consultant shall be subject to all penalties and assessments established by law for violation of prevailing wage rate obligations.

1.8.3. Certified Payroll Records. If prevailing wage rate requirements apply to any portion of the Services the Consultant and Sub-Consultants shall furnish certified payroll records as required pursuant Labor Code §1776 directly to the Labor Commissioner in accordance with Labor Code §1771.4 on at least on a monthly basis (or more frequently if required by the District or the Labor Commissioner) on such forms and in such format as prescribed by the Labor Commissioner.

1.9. Consultant Employees; Sub-Consultants. All Services shall be completed by personnel employed by the Consultant unless Sub-Consultants to the Consultant are accepted in advance by the District for completing specific portions of the Services. The completion of any Services by personnel who are not employed by the Consultant and/or accepted in advance by the District is a material default of the Consultant under this Agreement. The Sub-Consultants accepted by the District are identified in Exhibit A hereto. During the Consultant’s completion of Services, the Consultant may request the District accept a Sub-Consultant not identified in Exhibit A to complete a portion of the Services. If the District accepts such a Sub-Consultant, the Consultant’s use of such a Sub-Consultant to complete a portion of the Services is subject to an amendment to this Agreement setting forth the District accepted Sub-Consultant and the portion of the Services to be completed by the District accepted Sub-Consultant. Notwithstanding completion of any portion of the Services by employees of the Consultant and/or by District accepted Sub-Consultants, the Consultant is responsible for Services completed by the Consultant’s employees or Sub-Consultants.

ARTICLE 2. COMPENSATION TO THE CONSULTANT

2.1. Services Contract Price. The compensation due from the District to the Consultant for completing the Services and other Consultant obligations under this Agreement is set forth in Exhibit A attached hereto (“Services Contract Price”). The Services Contract Price is the full amount due from the District to the Consultant under this Agreement. The Services Contract Price includes the Consultant’s fee, personnel expenses (including all benefits and burdens) for Consultant personnel and others providing any part of the Services, travel of Consultant personnel and others completing the Services to and from their respective offices/homes and the District’s campuses and the District’s Administrative Offices, travel within the Counties of Ventura, Los Angeles, Orange and Riverside, costs, expenses or other charges for completing Services; materials, equipment and other items necessary to complete the Services, profit and administrative and overhead costs (including without limitation insurance premium costs).

- 2.2. District Allowance. If indicated in Exhibit A the Services Contract Price includes a District Allowance in the amount set forth in Exhibit A. Use of the District Allowance is in the sole and exclusive discretion of the District; any use of a portion of the District Allowance will be for the purposes of the District Allowance set forth in Exhibit A. The Consultant shall not be entitled to payment or receipt of any portion of the District Allowance unless the District notifies the Consultant in writing of the District's authorization to use a portion of the District Allowance for the purposes described in such written authorization. If the District approves the use of any portion of the District Allowance pursuant to the foregoing, the Consultant may submit billings for payment of the authorized District Allowance pursuant to Article 2.5 below. If, upon completion of the Services, any portion of the District Allowance is not utilized, such unused portion of the District Allowance shall be deemed deducted from the Services Contract Price.
- 2.3. Additional Services. If the District authorizes the Consultant to complete any Additional Services, payment from the District to the Consultant for District authorized Additional Services shall be in accordance with the District's written Additional Services Authorization.
- 2.4. Reimbursable Expenses. The District may, in the sole discretion of the District, make payment of expenses incurred by the Consultant to complete Services ("Reimbursable Expenses"). Provided that the Consultant obtains the District's prior written approval, costs and expenses will be reimbursed to the Consultant in accordance with this Article 2.4. The Consultant's mileage and travel time shall not be considered as a Reimbursable Expense. The descriptive categories of expenses that may be considered for reimbursement are as follows: (i) reproduction of reports and/or other documents in excess of the copies required by this Agreement or by Exhibit A; (ii) fees advanced for securing approval of authorities in connection with the Services rendered pursuant to this Agreement; (iii) cost of Sub-Consultants approved in advance by the District; and (iii) other District requested items.
- 2.5. Consultant Billings for Payment of the Services Contract Price. Consultant shall submit one (1) invoice monthly to the District payment of the Services Contract Price due for the Services completed in the prior month and Reimbursable Expenses (if any). Consultant billings may include portions of the District Allowance that have been approved in advance by the District.
- 2.5.1. Services Contract Price Based on Personnel Time. If the Services Contract Price is based on Consultant personnel time to complete Services, billings for the Services Contract Price must reflect the date of the Service, identify the individual performing the Service, state the hours worked and rate charged, and describe the Service performed. If any of the billing invoices incorporate overtime/premium time payments for Consultant personnel, payment for the overtime/premium time for Consultant personnel time is expressly conditioned on: (i) the District's prior written authorization for Consultant personnel to complete Services on an overtime/premium time basis; and (ii) a copy of the District written authorization is included with the billing invoice.
- 2.5.2. Services Contract Price Based on Lump Sum, Fixed Price. If the Services Contract Price is based on a lump sum, fixed price, billings for the Services Contract Price shall detail the portion of the Services Contract Price requested based on the actual percentage completion of the Services.
- 2.5.3. Additional Services. The Consultant's monthly billing invoices may include payment requests for District authorized Additional Services completed in the prior month. Billing invoices requesting payment for Additional Services must reflect the compensation for the Additional Services established in the District's Additional Services Authorization and must include a copy of the Additional Services Authorization. No payments will be made by the District to the Consultant for monthly invoices requesting Reimbursable Expenses or Additional Services without the prior written authorization of the District. The District's prior written authorization is an express condition precedent to any payment by the District for Additional Services or

Reimbursable Expenses and no claim by the Consultant for additional compensation related to Additional Services or Reimbursable Expenses shall be valid without prior written approval by the District.

- 2.5.4. Reimbursable Expenses. Billing invoices requesting payment for Reimbursable Expenses incurred during the prior month must clearly list expense items for which reimbursement is being requested and be accompanied by proper documentation (e.g., receipts, invoices), including a copy of the District's Reimbursable Expenses Authorization.
- 2.6. District Payments. The District will make payment of the undisputed amount due on billing invoices within forty-five (45) days of the District's receipt of a billing statement.
- 2.7. District Right to Withhold. The District may withhold payment of any portion of the Services Contract Price if the District reasonably determines: (i) there are defects, deficiencies or other failure of the Services comply with the requirements of this Agreement; (ii) that the Consultant has failed to make payments due employees, independent contractors, contractors or vendors for work, labor, materials or services provided to the Consultant for completion of the Services, including penalties/assessments for prevailing wage rate violations, if applicable; (iii) the Consultant in default of its obligations under this Agreement; or (iv) the District has, or may, sustain damages, losses or other costs as a result of the Consultant's errors or omissions in completing Services, negligent, grossly negligent or willful conduct of the Consultant or its personnel and/or failure of the Consultant to timely complete Services. Any portion of the Services Contract Price withheld by the District pursuant to the foregoing shall be disbursed to the Consultant only after: (i) the cause(s) for the District's withhold of the Services Contract Price has/have been remedied; and (ii) after deducting District losses, damages, or other costs incurred as a result of the cause(s) for the District's withhold of the Services Contract Price.
- 2.8. Consultant Payments; Consultant Responsibilities. The Consultant is solely responsible for the timely and full payment due its personnel and Sub-Consultants, if any. If any of the Services are subject to the payment of prevailing wage rates, the Consultant shall comply with such requirements without adjustment of the Services Contract Price. The Consultant is solely responsible for classification of its personnel as employees or independent contractors and for any liability, penalty or assessment arising out of misclassification of personnel as employees or independent contractors.

ARTICLE 3. TERMINATION: SUSPENSION

- 3.1. Termination for Default. Either the District or Consultant may terminate this Agreement upon seven (7) days advance written notice to the other if there is a default by the other Party in its performance of a material obligation hereunder and such default in performance is not caused by the Party initiating the termination. The party initiating termination rights pursuant to the foregoing ("Non-Breaching Party") shall have the sole discretion to permit or not to permit the party in default ("Defaulting Party") an opportunity to cure the Defaulting Party defaults by completing cure requirements established by the Non-Breaching Party. Such termination shall be effective the seventh (7th) day following the date of the written termination notice, unless the Non-Breaching Party establishes cure actions to be completed by the Defaulting Party and the Defaulting Party immediately commences required cure actions and diligently thereafter prosecutes such cure actions to completion. In addition to the District's right to terminate this Agreement pursuant to the foregoing, the District may terminate this Agreement upon written notice to Consultant if: (i) Consultant becomes bankrupt or insolvent, which shall include without limitation, a general assignment for the benefit of creditors or the filing by Consultant or a third party of a petition to reorganize debts or for protection under any bankruptcy or similar law or if a trustee or receiver is appointed for Consultant or any of Consultant's property on account of Consultant's insolvency; or (ii) if Consultant disregards applicable laws, codes, ordinances, rules or regulations. If District exercises the right of termination hereunder, the Services Contract Price due the Consultant, if any, shall be based upon Services, authorized Additional Services, and

authorized Reimbursable Expenses incurred or provided prior the effective date of the District's termination of this Agreement, reduced by the District's prior payments of the Services Contract Price and losses, damages, or other costs sustained by the District arising out of the termination of this Agreement or the cause(s) for termination of this Agreement. Consultant shall remain responsible and liable to District for all losses, damages, or other costs sustained by District arising out of termination pursuant to the foregoing or otherwise arising out of Consultant's default hereunder, to the extent that such losses, damages or other costs exceed any amount due Consultant hereunder for Services, authorized Additional Services, and authorized Reimbursable Expenses.

- 3.2. District's Termination for Convenience. The District may, at any time, upon seven (7) days advance written notice to Consultant terminate this Agreement or the Work of the Project for the District's convenience and without fault, neglect, or default on the part of Consultant. In such event, the Agreement shall be deemed terminated seven (7) days after the date of the District's written notice to Consultant or such other time as the District and Consultant may mutually agree upon. In such event, the District shall make payment of the Contract Price to Consultant for services provided through the date of termination plus actual costs incurred by Consultant directly attributable to such termination.
- 3.3. Consultant Obligations upon Termination. Upon the District's exercise of the right of termination under Article 3.1 or 3.2, the Consultant shall take such action as directed by the District relating the Services under this Agreement. If the Services are in connection with a Project, the Consultant shall complete such Services as directed by the District. Within ten (10) days of the effective date of the termination of this Agreement pursuant to Article 3.1 or 3.2., the Consultant shall assemble and deliver all Services Records to the District.
- 3.4. District's Right to Suspend. The District may, in its discretion, suspend all or any part of the design or construction of the Project or the Services under this Agreement by written notice to the Consultant. If the District directs suspension pursuant to the foregoing, the Consultant shall resume and complete Services as directed by the District. The Services Contract Price shall not be subject to adjustment for any suspension directed by the District hereunder, unless the period of suspension directed by the District exceeds sixty (60) consecutive days and such suspension is not caused by: (i) the Consultant's default or the acts or omissions of Consultant or its Sub-Consultants or (ii) events beyond the reasonable control of the District. If the suspension directed by the District exceeds sixty (60) consecutive days, adjustment of the Services Contract Price shall be limited to substantiated increased costs of completing Services which are the direct result of the District's direction to suspend.
- 3.5. Consultant Suspension of Services. If the District shall fail to make payment of an undisputed invoice when due Consultant hereunder, Consultant may, upon seven (7) days advance written notice to the District, suspend further performance of Services until such undisputed payment is received. In such event, Consultant shall not be responsible for the delay, if any, in completing the Services which directly result from the Consultant's suspension hereunder.

ARTICLE 4. DISPUTES

- 4.1. Continuation of Consultant Services. Except in the event of the District's failure to make payment of an undisputed invoice due Consultant under this Agreement, notwithstanding any disputes between District and Consultant hereunder or in connection with the Services, Consultant and District shall each continue to perform their respective obligations hereunder; including the obligation of the Consultant to continue to provide and perform Services in accordance with the terms hereof pending a subsequent resolution of such disputes.
- 4.2. Mandatory Mediation. All claims, disputes and other matters in controversy between the Consultant and the District arising out of or pertaining to this Agreement, excepting therefrom claims for indemnity, shall be submitted for resolution by non-binding mediation conducted under the auspices of JAMS or other mutually agreeable dispute resolution service and their respective governing

Construction Industry Mediation Rules or Commercial Mediation, as applicable, in effect at the time that a Demand For Mediation is filed. The commencement and completion of mediation proceedings pursuant to the foregoing is a condition precedent to either the District or the Consultant commencing arbitration proceedings pursuant to Article 4.3 below.

- 4.3. Binding Arbitration. All claims, disputes or other matters in controversy between Consultant and District arising out of or pertaining to this Agreement which are not fully resolved through the mandatory mediation set forth in Article 4.2 above shall be settled and resolved by binding arbitration before one (1) retired judge conducted under the auspices of the JAMS or other mutually agreeable dispute resolution service. Any arbitration hereunder shall be conducted in the JAMS' Regional Office or other ADR service's office closest to the District's administrative offices. The award rendered by the Arbitrator(s) ("Arbitration Award") shall be final and binding upon the District and the Consultant and shall be supported by law and substantial evidence pursuant to California Code of Civil Procedure §1296. If the Arbitration Award does not include findings of fact and conclusions of law in conformity with California Code of Civil Procedure §1296 the Arbitration Award shall be invalid and unenforceable. The District and Consultant hereby expressly agree that the Court shall, subject to California Code of Civil Procedure §§1286.4 and 1296, vacate the Arbitration Award if, after review of the Arbitration Award, the Court determines either that the Arbitration Award is not supported by substantial evidence or that it is based on an error of law. In connection with any arbitration proceeding commenced hereunder, the discovery rights and procedures provided for in California Code of Civil Procedure §1283.05 shall be applicable, and the same shall be deemed incorporated herein by this reference. If the Services under this Agreement are provided in connection with a Project, any claim or dispute is asserted by the Project Architect, Construction Manager if any, the Contractor and/or the District relating to the Project and arising in whole or in part out of this Agreement or the Services provided by or through the Consultant hereunder, Consultant and District agree that any arbitration proceedings initiated between Consultant and District hereunder shall, without the need for an order of the Court, be consolidated with any arbitration proceedings initiated in connection with such other claim or dispute by and between the aforementioned parties, regardless of the dispute resolution service selected.
- 4.4. Consultant Compliance with Government Code §900 et seq. All claims, demands, disputes, disagreements or other matters in controversy which may be asserted by the Consultant against the District in a Demand for Arbitration filed pursuant to Article 4.3 above is deemed a "suit for money or damages" under Government Code §900 et seq. An express condition precedent to the Consultant's commencement of arbitration proceedings under Article 4.3, is the Consultant's compliance with and exhaustion of remedies and procedures under Government Code §900 et seq, including without limitation, §§945.4, 945.6 and 946.
- 4.5. Limitation on Arbitrator's Authority. Notwithstanding any other provision of this Article, the Superior Court for the State of California for the County of Orange, shall have sole and exclusive jurisdiction, and an arbitrator shall have no authority, to hear and/or determine: (i) a challenge to the institution or maintenance of a proceeding in arbitration of a claim on the grounds that the claim is barred by the applicable statute of limitations, (ii) the claim is barred by a provision of the California Tort Claims Act, (iii) the Consultant has failed to satisfy any and all conditions precedent to arbitration, (iv) the right to compel arbitration has been waived by the petitioner, (v) grounds exist for the revocation of the arbitration agreement, and/or (vi) there is the prospect that a ruling in arbitration would conflict with a ruling in a pending proceeding regarding the Project on a common issue of law or fact.

ARTICLE 5. SERVICES RECORDS

- 5.1. District Property. All materials, work product, documents, drawings, samples, and other items of a tangible nature (whether in any form or medium) prepared by or on behalf of the Consultant under this Agreement (collectively "Services Records") are the property of the District.

- 5.2. Consultant Responsibilities. Upon completion of the Services under this Agreement, the Consultant shall deliver all Services Records to the District. The Consultant acknowledges that assembly and delivery of all Service Records to the District is a material obligation of the Consultant hereunder. If the Consultant fails or refuses to deliver all Services Records, the District may deduct and retain from the Services Contract Price such amount reasonably determined by the District as necessary to reproduce or recreate any Services Records not delivered to the District pursuant to the foregoing.
- 5.3. Limitations on Consultant Use of Services Records. The Consultant may, at the sole cost and expense of the Consultant, reproduce and retain the Services Records solely and exclusively for archival or reference purposes. The Consultant shall not use, re-use or reproduce any portion of the Services Records for any other purposes without the prior written consent of the District, which may be granted, conditioned or rejected in the sole reasonable discretion of the District.

ARTICLE 6. CONSULTANT ACCOUNTING RECORDS

- 6.1. General. Regardless of the manner by which the Services Contract Price is determined, the Consultant shall maintain books and records of identifying personnel completing Services and substantiating materials for authorized Reimbursable Expenses ("Accounting Records"). All Accounting Records pertaining to costs or expenses to complete services shall be maintained in accordance with generally accepted accounting practices applied in a consistent manner.
- 6.2. Consultant Maintenance of Accounting Records. The Consultant shall maintain all Accounting Records for not less than three (3) years after the completion of Services or earlier termination of this Agreement.
- 6.3. District Rights to Accounting Records. The Consultant shall permit the District to inspect and/or reproduce any portion of the Accounting Records upon reasonable advance written request of the District.

ARTICLE 7. INDEMNITY AND INSURANCE

- 7.1. Consultant Indemnity. To the fullest extent permitted by California law, the Consultant shall defend, indemnify, and hold harmless the District, its agents, representatives, officers, consultants, employees, Board of Trustees and members of the Board of Trustees ("Indemnified Parties") from any and all actions/causes of action (including without limitation, those arising out of judicial, administrative, arbitration or other similar proceedings), assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities, losses, expenses, fines, penalties, responsibilities or violations (collectively "Claims") resulting from personal/bodily injuries, death of persons, damage to property or other losses/damages and which arise out of the negligent, grossly negligent or willful conduct of the Consultant, its directors, officials, officers, employees, contractors, independent contractors, consultants, sub-consultants, representatives or agents (collectively "Indemnitors"). The Indemnitors' obligations pursuant to the foregoing are limited by the Indemnitors' proportionate liability for Claims but shall not be limited by the availability of insurance coverage or the coverage limits of any policy of insurance. The foregoing obligations shall survive expiration of the Term of this Agreement or the earlier termination of this Agreement until barred by the applicable Statute of Limitations.
- 7.2. Consultant Insurance. The Consultant shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to District with the minimum coverage limits set forth below.
- 7.2.1. Workers Compensation and Employers Liability Insurance. The Consultant shall obtain: (i) Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts may be liable.; and (ii) Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by the Consultant. The Employer's

Liability Insurance may be obtained as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance.

- 7.2.2. Commercial General Liability, Automobile Liability and Property Insurance. The Consultant shall obtain Commercial General Liability and Property Insurance as covering the following types of claims: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than Consultant's employees; (ii) claims for damages insured by usual personal injury liability coverage; (iii) claims arising out of injury to or destruction of property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; (v) products/completed operations and (vi) contractual liability insurance applicable to the Consultant's obligations under this Agreement.
- 7.2.3. Automobile Liability Insurance. If the Consultant's Commercial General Liability policy of insurance does not include coverage for claims of personal injury, death of persons or property damage arising out of use, ownership, maintenance of owned, leased or hired motor vehicles, the Consultant shall obtain a separate Automobile Liability policy of insurance.
- 7.2.4. Professional Liability Insurance. The Consultant shall obtain professional liability insurance covering liabilities of the Consultant arising out of the performance of Services under this Agreement. The Consultant's Professional Liability insurance policy shall be issued on a "Claims Made" basis and shall include "tail" claims coverage for not less than five (5) years after the completion of Services or the earlier termination of this Agreement.
- 7.2.5. Sub-Consultant Insurance. If the District consents to any completion of any portion of the Services by a Sub-Consultant to the Consultant, the Sub-Consultant shall obtain policies of insurance with the minimum coverage limits set forth herein.
- 7.2.6. Insurance Requirements. The General Liability and Automobile Liability policies of the Consultant and Sub-Consultant, if any, shall name the District and its officers, agents and employees as additional insureds; and shall state that, with respect to the operations of Consultant hereunder, such policy is primary and any insurance carried by the District is excess and non-contributory with such primary insurance. All policies of insurance shall provide that not less than thirty (30) days' written notice shall be given to the District prior to cancellation or material modifications. The Consultant and Sub-Consultants, if any, shall not provide Services until Certificates of Insurance evidencing the required policies of insurance with the minimum coverage limits are delivered to the District and accepted by the District. If the Consultant fails to secure or maintain any policy of insurance required hereunder such failure is deemed a default of the Consultant under this Agreement.
- 7.2.7. Minimum Coverage Limits. The minimum coverage limits for policies of insurance of the Consultant and Sub-Consultants, if any, are:

Consultant Insurance Requirements	
Policy Insurance	Minimum Policy Limits
Workers Compensation Insurance	In accordance with law
Employers Liability Insurance	One Million Dollars (\$1,000,000)
Commercial General Liability	Per Occurrence: (\$1,000,000)
	Aggregate: (\$2,000,000)
Automobile Liability (if not covered by Commercial General Liability policy)	Combined Single Limit: (\$1,000,000)
Professional Liability	Per Occurrence: (\$1,000,000)
	Aggregate: (\$3,000,000)
Sub-Consultant Insurance Requirements	
Policy Insurance	Minimum Policy Limits
Workers Compensation Insurance	In accordance with law
Employers Liability Insurance	One Million Dollars (\$1,000,000)
Commercial General Liability	Per Occurrence: (\$1,000,000)
	Aggregate: (\$2,000,000)
Automobile Liability (if not covered by Commercial General Liability policy)	Combined Single Limit: (\$1,000,000)
Professional Liability	Per Occurrence: (\$1,000,000)
	Aggregate: (\$2,000,000)

ARTICLE 8. ADDITIONAL SERVICES

- 8.1. Initiation of Additional Services. Additional Services may be initiated by: (i) by the Consultant's written notice to the District, if the Consultant believes there is a need for Additional Services required due to circumstances beyond the Consultant's control and necessary in the Consultant's professional judgement; or (ii) by the District's written authorization. The scope of Additional Services and compensation to the Consultant for Additional Services shall be negotiated and approved in writing by the District before Consultant performs such Additional Services. The Consultant shall not be entitled to any compensation for performing Additional Services completed without prior District written authorization.
- 8.2. Additional Services. Additional Services are Services in addition to or different from the Services described in Exhibit A. Additional Services may include:
- 8.2.1. Revised Reports. Making material revisions in reports or other similar materials when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of such reports that could not have been reasonably foreseen by the Consultant.
- 8.2.2. Project Documentation. If the Services under this Agreement are in connection with a Project, preparing reports and other documentation and supporting data, and providing other Services in connection with Project modifications required by causes beyond the control of the Consultant which are not the result of the negligent, grossly negligent or willful conduct of Consultant or failure of the Consultant to provide Services in accordance with the terms of this Agreement.
- 8.2.3. Other Services. Providing any other services not otherwise included in this Agreement or the scope of Services described in Exhibit A and which are not customarily furnished as part of the Services.

ARTICLE 9. MISCELLANEOUS

- 9.1. Consultant Personnel.

- 9.1.1. Key Personnel. Consultant shall not change any of the key personnel listed in Exhibit A unless said personnel cease to be employed by Consultant. In such event, the Consultant shall give the District advance written notice of any change of key personnel. The Consultant's proposed replacement of any key personnel shall be subject to District acceptance of the proposed replacement personnel. The District may request an interview of the proposed replacement personnel. The Consultant has been selected to complete the Services based on the skills and expertise of the Consultant's key personnel. Services under this Agreement shall be performed only by the key personnel or personnel of the Consultant under the direct supervision and control of key personnel. Consultant shall conform to District's reasonable requests regarding assignment of personnel.
- 9.1.2. Replacement Personnel. The District shall have the right to request replacement of key personnel or any other personnel assigned by the Consultant to complete Services. If the District requests the Consultant replace any key personnel, the Consultant shall immediately replace such key personnel with interim replacement personnel. Within five (5) days after the District's request for the Consultant to replace any key personnel, the Consultant shall submit proposed replacement personnel for the District's review and acceptance. District accepted replacement personnel shall be assigned by the Consultant to complete Services within five (5) days after the District's written notice to the Consultant of the District's acceptance of the proposed replacement personnel. Consultant agrees that reassignment of any of personnel to complete Services shall only be with other professional personnel who have equivalent experience and shall be subject to prior District written approval. Any costs associated with reassignment of personnel shall be borne exclusively by Consultant and Consultant shall not charge the District for the cost of training or "bringing up to speed" replacement personnel.
- 9.1.3. Sub-Consultant Personnel. If the District approves the completion of any Services by a Sub-Consultant, the Consultant shall be responsible for: (i) all Services completed by a Sub-Consultant; (ii) verifying that only skilled, knowledgeable and experienced personnel are assigned by Sub-Consultants to complete Services; and (iii) the conduct of the Sub-Consultant's personnel.
- 9.2. Conflict of Interest. Consultant represent that the Consultant have no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of the Services and that no person having any such interest shall be assigned by the Consultant to complete Services. In the event a conflict arises during the performance of this Agreement, said person shall be immediately removed from the Project and replaced with personnel acceptable to the District.
- 9.3. Independent Contractor. The Consultant is an independent contractor to the District in performing the Services and other Consultant obligations under this Agreement. Consultant and its personnel shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District.
- 9.4. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement.
- 9.5. Time. Time is of the essence in the performance and completion of obligations under this Agreement.
- 9.6. Binding Agreement; No Assignment. This Agreement and the terms hereof are binding on the assigns and successors of the District and the Consultant. The Consultant shall not assign this Agreement or any rights/obligations of the Consultant under this Agreement without the prior written consent of the District which may be granted, conditioned or denied in the sole discretion of the District.
- 9.7. Governing Law; Interpretation. This Agreement shall be governed and interpreted by the laws of the State of California. This Agreement shall be liberally construed to effectuate the intention of the

Parties with respect to the transaction described herein and the subject matter hereof. In determining the meaning of, or resolving any ambiguity with respect to any word, phrase or provision of this Agreement, neither this Agreement nor any uncertainty or ambiguity herein will be construed or interpreted against either Party; this Agreement shall be construed and interpreted in accordance with the fair meaning of its terms.

- 9.8. Counterparts; Effectiveness of Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and the counterparts shall constitute one and the same instrument, all of which shall be sufficient evidence of this Agreement. The District may require electronic/digital execution of this Agreement in accordance with standards established in Government Code §16.5. Notwithstanding execution of this Agreement on behalf of the Consultant and the District, this Agreement shall not be binding on or enforceable against the District until this Agreement is approved or ratified by the District's Board of Trustees in a open public meeting of the Board of Trustees conducted in accordance with applicable law.
- 9.9. Confidentiality. The Consultant shall not disclose or permit the disclosure of any confidential information, except to its agents, employees and other consultants who need such confidential information in order to properly perform Services under this Agreement
- 9.10. Severability. If any portion of this Agreement determined by a court of competent jurisdiction to be unenforceable, the remainder of this Agreement shall be enforceable without such provisions.
- 9.11. Amendments. Neither amendments to nor modifications of this Agreement shall be effective or effective unless in writing and signed by an authorized employee of the Consultant and the District Representative.
- 9.12. District Board Policies. All personnel of the Consultant and Sub-Consultants, if any, are required to comply with all applicable District Board Policies and Administrative Regulations in effect when on District property. Without limiting the generality of the foregoing, the Consultant and all personnel shall comply with the following:
- 9.12.1. Gift Ban. Effective April 25, 2016, , revised November 13, 2017 and January 13, 2020 and April 12, 2021, the Board of Trustees adopted Gift Ban Policy ([BP 3821](#)). The Consultant shall adhere to Board Policy 3821 as there are strict prohibitions outlined in the policy. The complete policy can be found on the District's website.
- 9.12.2. Use of Drones. Effective August 13, 2018, the Board of Trustees adopted Administrative Regulation 3580 Use of Unmanned Aircraft Systems. The Consultant shall adhere to Administrative Regulation 3580 ([AR 3580](#)) as there are strict prohibitions outlined regarding the use of drones. The complete policy can be found on the District's website.
- 9.12.3. Tobacco Prohibited. Use of tobacco or tobacco products in any form (smoking, chewing, etc.) is prohibited at all times on any District property.
- 9.12.4. Profanity Prohibited. Profanity on any District property is prohibited, including, but not limited to, racial, ethnic, or sexual slurs or comments which could be considered harassment.
- 9.12.5. Appropriate Dress. Appropriate dress is mandatory; tank tops, cut-offs and shorts are not allowed. Additionally, what is written or pictured on clothing must not violate the District's profanity prohibition.
- 9.13. Consultant Personnel Fingerprinting; Education Code §45125.1. During the Term of this Agreement, Consultant, unless specifically exempted in writing by the District, shall fully comply with the personnel fingerprinting and personnel supervision requirements set forth in Education Code §45125.1 ("Fingerprinting Requirements"), when the District determines, in its sole discretion, that the Consultant may have contact with District students or other K-12 pupils in the performance of Services

under this Agreement. If the Consultant is required to comply with the Fingerprinting Requirements, the Consultant must certify in writing to the District that neither the employer nor its employees, who must be fingerprinted, have been convicted of a violent or serious felony as defined in Education Code §45122.1. If Fingerprinting Requirements apply, the Consultant must complete and submit to the District a Fingerprint Certification form, in the District's required format, prior to Consultant or any of the Consultant's employees Services on District property. Consultant further acknowledges that revisions to Fingerprinting Requirements may occur by

- 9.14. Parking. Consultant shall be responsible for purchasing applicable parking passes from Safety & Security Offices when the need arises to visit any of the campuses. Parking in District parking lots is subject to parking charges in effect for the general public and compliance with all parking rules and regulations. Parking charges in District parking lots are not Reimbursable Expenses.
- 9.15. Images; District Name. The Consultant is prohibited from capturing on any visual medium images of any property, logo, student, or employee of the District, or any image that represents the District without prior written consent of the District which may be granted, conditioned or denied in the sole discretion of the District. The Consultant shall not use the District name, any name of a District College, Education Center or other District facility or District logo in any materials of any kind, nature or description, exception in connection with completing Services under this Agreement.
- 9.16. Notices. All notices or demands to be given under this Agreement by either Party to the other shall be effective only if in writing and delivered by: (i) personal service; or (b) by U.S. Mail, Certified Return Receipt Requested, with postage fully prepaid. Service shall be considered given when received if personally served or if mailed on the fifth day after the postmark date. Notices shall be address and delivered as follows:

If to District:

Rancho Santiago Community College District

2323 North Broadway, Suite 112

Santa Ana, CA 92703

Attn: Carri Matsumoto, Assistant Vice Chancellor,
Facility Planning, District Construction & Support Services

If to Consultant:

9.17. COVID-19.

- 9.17.1. Covid-19 Safety Protocols. Consultant, and all personnel providing Services under this Agreement who are present on District property, shall at all times while on District property, comply with all applicable federal, state, and local directives, ordinances, laws, health orders rules, regulations or guidelines including, but not limited to, OSHA and Cal-OSHA concerning COVID-19 safety protocols. This may require scheduling access to District property by appointment, proof of vaccination status and/or FDA approved/authorized COVID-19 negative test results and other similar measures as a condition for access to District property. While on District property, then applicable COVID-19 safety protocols shall be required, including without limitation, face mask requirements, occupancy limits and social distancing guidelines.

- 9.17.2. COVID-19 Compliance Costs. The Consultant agrees that: (i) all costs, fees, expenses to comply with COVID-19 safety protocols shall be at the Consultant's sole cost and expense without

adjustment of the Services Contract Price under this Agreement; and (ii) the Consultant will comply with all applicable amendments to COVID-19 safety protocols occurring during the Term of this Agreement without adjustment of Services Contract Price.

- 9.18. Entire Agreement. This Agreement and the following Exhibits attached to this Agreement represent the entire agreement between the District and Consultant concerning the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. The Parties each acknowledge: (i) that it had the opportunity to, and has to the extent each deemed appropriate by a Party, obtained legal counsel concerning the content and meaning of this Agreement; and (ii) except as expressly set forth in this Agreement, no promise, inducement or agreement not herein expressed has been made to effectuate this Agreement. The District and Consultant agree that if an attachment or exhibit to this Agreement incorporates any terms, conditions or other materials which amend, vary, modify or are inconsistent with the terms of this Agreement, all such terms, conditions or other materials are not part of this Agreement and shall have no effect on the terms of this Agreement. Exhibits to this Agreement are:

Exhibit A Services Scope of Work, Schedule and Services Contract Price
Attachment 1 Personnel Rates
Exhibit B Statement of Intent to Meet DVBE Participation Goals
Exhibit C Local Hire and Local Business Information

The Parties, through their authorized representatives, have executed this Agreement as of the day and year first written above.

Consultant:

District:

**RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT**

By: _____

By: _____

Print Name: _____

Iris I. Ingram, Vice Chancellor Business Services

Its: _____

Date: _____

Date: _____

Address: _____

Phone: _____

Tax ID: _____

E-mail: _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facility Planning, District Construction and Support Services

PURCHASING DEPARTMENT
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Linda Melendez, Director, Purchasing Services

EXHIBIT A TO CONSULTANT SERVICES AGREEMENT
SERVICES SCOPE OF WORK, SCHEDULE AND SERVICES CONTRACT PRICE

1. Services Scope of Work.

Maintenance Management Support Services:

- 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
- 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
- Establish ongoing preventative and routine maintenance procedures, assist in uploading preventative maintenance equipment and tasks into the District's Onuma Preventative Maintenance program
- 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
- 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
- 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, 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.
- Perform additional tasks associated with successful management.
- 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.
- Additional tasks associated with successful maintenance management.
- 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.

2. Project.

The agreement provides for staff augmentation services as an extension of staff to provide 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. The Consultant shall work closely with existing staff to provide expertise, guidance and support to provide such services as an extension of staff to ensure these goals are met continuously and consistently on behalf of the management of the District.

3. Services Completion Schedule.

- Schedule of work is subject to change based on project workload and at the discretion of the District and prior approval.
- Regular Work hours are Monday through Friday, but could include weekends and holidays at the discretion of the District.

4. Services Contract Price

The Services Contract Price is the Not to Exceed amount of <AMOUNT IN WORDS> DOLLARS (\$<AMOUNT IN NUMBERS>). Billings for the Services Contract Price shall be based on the time of the Consultant's personnel to complete Services at the Personnel Hourly Rates set forth in Attachment 1 (Personnel Rates) to this Exhibit A, subject to the Not to Exceed amount indicated above.

OR

The Services Contract price is a fixed price lump sum amount of AMOUNT IN WORDS> DOLLARS (\$<AMOUNT IN NUMBERS>). Billings for the Services Contract Price shall be based on the portion of the Services completed and acceptable to the District.

The Services Contract Price set forth above includes a District Allowance in the amount of <AMOUNT IN WORDS> DOLLARS (\$<AMOUNT IN NUMBERS>) for additional services and/or reimbursable expenses. The Services Contract Price set forth in Paragraph 4 is inclusive of all costs, fees, expenses or other charges incurred by the Consultant to complete the Services. No payment will be made for any such costs, fees, expenses or other charges unless approved in advance by the District as a Reimbursable Expense pursuant to the terms of the Agreement. Use of the Reimbursable Expense Allowance shall be limited to expenses approved in advance by the District. Charges against the Reimbursable Expense Allowance shall be the actual cost of Reimbursable Expense items, without mark-up or multiples. Upon completion of the Services, any unused portion of the Reimbursable Expense Allowance shall be deducted from the Services Price.

5. **District Accepted Sub-Consultants.** The District accepted Sub-Consultants and the portion of the Services to be completed by each Sub-Consultant accepted by the District are:

District Accepted Sub-Consultant	Portion of Services to be Completed by District Accepted Sub-Consultant

[END OF SECTION]

**ATTACHMENT 1 (PERSONNEL RATES) TO
EXHIBIT A TO CONSULTANT SERVICES AGREEMENT**

Key Personnel		
Position/Title	Name	Hourly Rate

Hourly rates are not subject to adjustment during the Term of the Agreement. Personnel identified above shall not be replaced except in accordance with the terms of the Agreement.

Exhibit “B” – 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. Although it is not specifically required, you are encouraged to include DVBE enterprises for completing the Services

The undersigned, on behalf of the Consultant identified below, certifies the following:

- ☐ Consultant is certified Disabled Veteran Business Enterprise
- ☐ Consultant is not a certified Disabled Veteran Business Enterprise
- ☐ Consultant will utilize a certified Disabled Veteran Business Enterprise to complete a part of the Services as a Sub-Consultant to the Consultant. The Disabled Veteran Business Enterprise Sub-Consultant and a general description of the Services to be completed by the Disabled Veteran Business Enterprise Sub-Consultant is:
- ☐ Consultant will not utilize a Certified Disabled Business Enterprise to complete any part of the Services. If this box is checked, please explain why:

The undersigned has reviewed and verified the accuracy of the foregoing. The undersigned is an employee/representative of the Consultant and is authorized to execute this Statement of Intent to Meet DVBE Participation Goals on behalf of the Consultant.

Consultant Name: _____

Consultant Authorized

Employee Name: _____

Title: _____

Signature: _____

Date: _____

Exhibit “C” – LOCAL HIRE AND LOCAL BUSINESS INFORMATION

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):

1. The Consultant is a minority owned business enterprise (MBE):
☐ Yes
☐ No
2. The Consultant is a women owned business enterprise (WBE)
☐ Yes
☐ No
3. The Consultant is a Disabled Veteran Business Enterprise (DVBE)
☐ Yes
☐ No

If “yes” is indicated in the Response to Paragraphs 1, 2 or 3, attach a copy of certification of the Consultant’s MBE, WBE and/or DVBE status

4. The Consultant is a Veteran Owned Business

- ☐ Yes
☐ No

If “yes” is indicated in the Response to Paragraph 4, attach a copy of DD214 Form/Card

5. The Consultant participates in or provides opportunities for internship programs:

- ☐ Yes
☐ No

If “Yes” provide a description of internship programs.

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						

**** 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).**

In submitting this form, the Consultant certifies that it has independently verified that all Local Hires and Local Businesses noted in this agreement meet the definitions for Local Hires and Local Businesses as set forth in Board

Policy 6610 and Administrative Regulation 6610. The District may request Consultant to provide additional information or documents to support the numbers listed above. Consultant agrees to provide all additional information or documents requested by the District. Failure to provide any requested information may result in the District delaying Final Payment to the Consultant and Consultant agrees that it shall have no claim for additional costs or days resulting from or in any way related to providing the information in this form.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Name _____

Signature _____

Title _____

Date _____